



**VIRGINIA UNIVERSITY OF
INTEGRATIVE MEDICINE**



ACADEMIC CATALOG 2024-2025

Table of Contents

	President’s Letter	7
	Dean’s Letter	9
I.	General Information	10
	A. History of School	10
	B. Legal Status of the University	13
	C. Mission and Values	17
	1. VUIM Mission	17
	2. Core Values.....	17
	D. Institutional Policies	18
	1. Notice of Non-Discrimination and Equal Opportunity	18
	2. VUIM Diversity Statement	19
	3. Drug-Free Workplace (Drug-Free Environment Policy).....	20
	4. Accessibility Services	20
	5. Sexual Misconduct, Harassment, and Discrimination	21
	6. Records Management and Retention.....	22
	7. Discontinuation or Closure	22
	8. Formal Complaints (Grievance)	22
	9. Emergency Management Plan.....	25
	E. Distance Education	26
	F. Programs List	35
	G. Administration and Staff	36
	H. Faculty	36
	I. Academic Calendar 2024-2025	41
II.	Admissions	42
	A. General Admission Requirements	43
	1. English Proficiency	43
	2. Application Deadlines.....	44
	3. Review and Decision Process.....	44
	4. Orientation	44

	5. International Student Requirements.....	45
	6. Program-Specific Admissions Requirements.....	46
	B. Admissions Policies.....	48
	1. Conditional and Provisional Admission	48
	2. Non-Matriculated Students.....	48
	3. Deferral of an Admissions Decision	48
	4. Administrative Withdrawal of an Application	49
	5. Admissions Record Retention.....	49
	6. Right to Rescind Admission	50
	7. Re-Application	50
	8. Transfer of Credit and Exemption	51
III.	Student Services and Resources.....	53
	A. Student Services.....	53
	B. Tuition, Fees, and Financial Aid	55
	1. List of Tuition and Fees.....	55
	2. Costs Not Covered in Tuition and Fees.....	57
	3. Financial Aid at VUIM	58
	4. How to Apply for Financial Aid	60
	5. Eligibility Requirements.....	61
	6. Loan Types	61
	7. VUIM Scholarships.....	62
	8. External Scholarships.....	63
	C. Library Information.....	63
	D. Veterans Affairs.....	64
	E. Career Services	64
	F. Alumni Services and Continuing Education	65
	G. Student Services and Resources Policies	65
	1. Code of Conduct	65
	2. FERPA.....	68
	3. Financial Aid.....	73
	4. Return to Title IV Funds (R2T4).....	74
	5. Tuition and Refunds.....	76

6. Enrollment Status	80
7. Leave of Absence	81
8. Withdrawal from a Course	82
9. Withdrawal from a Program.....	82
10. Satisfactory Academic Progress (SAP)	83
11. Add/Drop	85
12. Auditing Courses.....	85
13. Independent Study	85
14. Military Tuition Relief, Refund, and Reinstatement.....	86
IV. Academic Programs	88
A. Master of Science in Acupuncture and Herbal Medicine (MAcHM)	88
1. Program Description.....	88
2. Program Purpose and Goals	88
3. Graduation Requirements	90
4. Adherence to Academic Policies, Procedures, and Processes.....	91
5. License Requirements.....	91
6. Course Numbering System	91
7. Program Curriculum	92
8. Sample Class and Clinic Schedule by Term.....	96
B. Master of Science in Acupuncture (MAc)	97
1. Program Description.....	97
2. Program Purpose and Goals	97
3. Graduation Requirements	98
4. Adherence to Academic Policies, Procedures, and Processes.....	98
5. License Requirements.....	98
6. Course Numbering System	99
7. Program Curriculum	100
8. Sample Class and Clinic Schedule by Term.....	103
C. Doctoral Program in Acupuncture and Herbal Medicine (DAcHM).....	104
1. Program Description.....	106
2. Program Purpose and Goals	106
3. Graduation Requirements	107

4. Adherence to Academic Policies, Procedures, and Processes.....	107
5. License Requirements.....	108
6. Program Curriculum	110
7. Sample Class and Clinical Schedule by Term	115
D. Doctoral Program in Acupuncture (DAc)	116
1. Program Description.....	118
2. Program Purpose and Goals	118
3. Graduation Requirements	120
4. Adherence to Academic Policies, Procedures, and Processes.....	120
5. License Requirements.....	120
6. Program Curriculum	122
7. Sample Class and Clinical Schedule by Term	125
E. Professional Doctor Completion Program	126
1. Program Description.....	126
2. Program Objectives	126
F. Doctor of Acupuncture and Oriental Medicine Program (DAOM)	127
1. Program Description.....	127
2. Program Purpose and Goals	127
3. Graduation Requirements	129
4. Adherence to Academic Policies, Procedures, and Processes.....	129
5. Course Numbering System	129
6. Program Curriculum	130
G. Certificate in Chinese Herbal Medicine Program (CCHM).....	131
1. Program Description.....	131
2. Program Purpose and Goals	131
3. Graduation Requirements	132
4. Adherence to Academic Policies, Procedures, and Processes.....	132
5. License Requirements.....	132
6. Course Numbering System	133
7. Program Curriculum	134
H. Course Descriptions.....	136
1. Master Courses.....	136

2. Doctoral Courses..... 168

I. Academic Policies 176

1. Grading, CGPA and Course Repeat 176

2. Attendance 178

3. Credit Hour Policy 179

4. Graduation Exam Policy..... 179

5. Student Registration Policy 181

6. Request, Approval and Contract for an Incomplete “I” Grade Policy..... 182

Welcome to Virginia University of Integrative Medicine

President's Letter

To the Virginia University of Integrative Medicine Community,

As we welcome the year 2025, I want to take this opportunity to congratulate all of you on the remarkable achievements we have achieved over the past several years. In July, we celebrated the university's 20th anniversary and hosted our largest graduation ceremony to date, with a record number of graduates now calling VUIM its alma mater. I am also pleased to report that our University's graduates now exceed the national average passing rates across all four domains of the NCCAOM Board Examinations. Since my return to VUIM in 2019, our student enrollment has grown to 600 – approaching the status of largest Acupuncture institution in the country - and our campus footprint has expanded into three locations along the east coast of the United States: Georgia, New Jersey, and our founding state of Virginia.

Just this year alone, we have achieved several milestones both domestically and abroad.

- In collaboration with Dr. Yemeng Chen of the New York College of Traditional Chinese Medicine, VUIM cofounded the **Coalition of Wildlife Protection in TCM** (<https://www.wildlifeprotectionintcm.com/>), an organization whose mission is to enhance awareness of the need for wildlife protection among TCM practitioners, educators, herbal manufacturers and distributors, researchers, and the public. Dr. Chen and I continue to serve as co-chairs of this organization. We invite students and faculty practitioners to join our work to preserve global biodiversity by committing to abstain from using endangered species in our healing practices.
- Institutionally, VUIM joined the ranks of the **Academy of Integrative Health and Medicine** (<https://aihm.org/>), further solidifying our commitment to integrative, whole person healthcare.
- By year end, we will have successfully started operating three off-site externship experiences
- John Yoo, CEO of VUIM, completed his second year as Board Chair of the **Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)** (<https://www.acahm.org/>). His leadership reflects VUIM's growing influence in the field Acupuncture.
- On behalf of VUIM, I am honored to share that I have authored and co-authored over 50 journal articles in peer-reviewed scientific journals. Most recently, I co-authored an article

published in the **Journal of Pain Research** with colleagues from the American Society of Acupuncturists (ASA) (<https://asacu.org/>) and Society for Acupuncture Research (SAR) (<https://www.acupunctureresearch.org/>). The article, titled “*The State of 21st Century Acupuncture in the United States*” (<https://pubmed.ncbi.nlm.nih.gov/39403098/>), highlights the advancements in acupuncture research and practice.

- Internationally, VUIM has signed Memorandums of Understanding (MOU) with several prestigious institutions, including **Shanghai University of TCM (SHUTCM)**, **University of Hong Kong (HKU) School of Chinese Medicine**, **Hong Kong Polytechnic University (PolyU) Nursing School**, in China and **Saveetha Institute of Medical and Technical Sciences (SIMATS)** in India.
- This past Fall, our students participated in their first externship training program at the Shanghai Municipal Hospital of Chinese Medicine, affiliated with SHUTCM. During this two-week clinical training, students gained invaluable hands-on experiences in the birthplace of Acupuncture.

I extend my deepest gratitude to the VUIM leadership team for their vision, to our staff for their tireless efforts in supporting the University’s operations, and to our faculty for their dedication to teaching and mentoring the next generation of skilled acupuncturists and integrative medicine practitioners.

The year 2025 marks the Year of the Snake in the Chinese Zodiac. The snake symbolizes wisdom, intuition, and transformation. Together, let us embrace these qualities and work toward a bright and transformative future for VUIM and our community. I wish you all a year filled with success, happiness, health, and prosperity.

Sincerely,

Lixing Lao, Ph.D., MB, L.Ac.

President and Professor, VUIM

Dean's Letter

Welcome to Virginia University of Integrative Medicine!

Virginia University of Integrative Medicine (VUIM) provides a wide range of exceptional educational opportunities in Acupuncture and Herbal Medicine, including doctoral degrees, master's degrees, and certificate programs. Under the school's mission of producing educated and highly skilled healthcare practitioners in Acupuncture and Integrative Medicine, each of our programs has been designed to give you high-quality educational experience in classroom, herb laboratory, and clinical settings.

The programs at VUIM will give you the opportunity to work with our outstanding faculty who are passionate practitioners and dedicated teachers. At VUIM, the synergy between the diversity of students and the expertise of faculty becomes the engine for the discovery and innovation in integrative medicine. Our VUIM community is a community of intellectual inquiry and practice. We form a thriving intellectual community, and we work together toward the goal of providing the community with affordable healthcare services while fostering the growth and practice of acupuncture and integrative medicine.

The programs at VUIM embody our philosophy of honoring the past and embracing the future because we believe that both are intricately entwined. At VUIM, modern knowledge and past wisdom complement each other, providing the foundation for the comprehensive healthcare approach to mind and body. Through our rich curriculum ranging from critical examination of important classical work to their applications to modern medical treatments, you will face many exciting and highly rewarding challenges that will be invaluable assets for your life as a practitioner in acupuncture and integrative medicine.

The opening passage of the *Analects* of Confucius speaks of the satisfaction of learning and practicing and the joy of doing so with friends from afar. As we from diverse backgrounds meet each other in classrooms, labs, and clinics at VUIM, and have intellectual conversation with classics and modern medical science through the curriculum of VUIM, we engage, create bonds, gain knowledge and skills, share goals and visions, and grow together.

Thank you for considering Virginia University of Integrative Medicine (VUIM) to pursue your graduate studies in Acupuncture and Herbal Medicine. I invite you to explore the details of our graduate programs in our Academic Catalog. The faculty and staff of VUIM welcome you!

In health,

Dr. Sung Won Woo, Ph.D.
Academic Dean

I. General Information

A. History of School

The Virginia University of Integrative Medicine was established as the first institution offering Acupuncture and East Asian Medicine training in the state of Virginia and became the first such accredited program in the state of Virginia. Originally founded in 2004, VUIM currently offers both masters and doctoral degrees, including a four-year Master of Science degree in Acupuncture and Herbal Medicine (MAcCHM) as well as a three-year Master of Science degree in Acupuncture (MAc). Both degrees are offered in the English, Chinese, and Korean Language. VUIM also offers a Certificate in Chinese Herbal Medicine (CCHM).

In addition, at the doctoral level, the university offers the Professional Doctorate [Doctor of Acupuncture (DAc)/Doctor of Acupuncture and Herbal Medicine (DAcHM)] and a post-master's Doctor of Acupuncture and Oriental Medicine (DAOM) program.

A timeline of the institution's key developments is noted below:

- 2004 Established as the Virginia College of Acupuncture & Integrative Medicine (VCAOM).

- 2008 VCAOM changes its name to the Virginia University of Oriental Medicine (VUOM). The State Council of Higher Education for Virginia (SCHEV) provides certification to operate as an institution of higher learning in the state of Virginia. United States Citizenship and Immigration Services (USCIS) grants VUOM approval to accept and educate international students through its programs of study.

- 2010 Dr. Lixing Lao was appointed as the first President of VUOM.

- 2013 VUOM achieves Candidacy Status for Accreditation from the Accrediting Council for Acupuncture and Integrative Medicine (ACAHM). VUOM produces its first graduating class of MAcCHM program in Fall 2013.

- 2014 Dr. Tae Cheong Choo joins VUOM as its CEO to lead the institution's ongoing academic and clinical program development. VUOM enters a Memorandum of Understanding with South

Korea's leading herb/tea manufacturer/distribution company – Omniherb Co. – to pursue research & product development collaborations.

- 2015 VUOM achieves full accreditation status with the ACAHM in February 2015 and becomes the first accredited school of acupuncture & integrative medicine school in Virginia and the District of Columbia.

VUOM enters a Memorandum of Understanding formalizing its relationship with Kyung Hee University of Korean Medicine, South Korea's renowned institute of Integrative Medicine, to facilitate exchange of faculty, students, research, and product development with its university hospital.

VUOM enters a Memorandum of Understanding with Pusan National University School of Korean Medicine in South Korea, one of the global leaders in AOM education, to foster student exchange, joint research activities, and the exchange of academic materials.

VUOM enters a Memorandum of Understanding with the University of Hong Kong School of Chinese Medicine to promote cooperation between the two institutions in the areas of student education and academic research of Traditional Chinese Medicine with the goal of developing joint research projects on Traditional Chinese Medicine, as well as to jointly host academic and research activities, conferences, and seminars.

- 2016 VUOM receives approval from ACAHM and SCHEV to offer a Certificate in Chinese Herbal Medicine. In addition, the institution receives approval to offer its Master of Science in Acupuncture (MAC) as well as its Master of Science in Acupuncture with a Chinese herbal medicine specialization (MACCHM) through the English, Korean, and Chinese language degree tracks.

VUOM enters a Memorandum of Understanding with the AIM Health Institute, the non-profit organization responsible for the educational programs offered by the George Washington Center for Integrative Medicine (GWCIM). AIM was created at the initiative and is supported by The Center for Integrative Medicine at the George Washington University Medical Center.

- 2017 VUOM receives approval from ACAHM to begin offering its Doctor of Acupuncture and Oriental Medicine (DAOM) program, recruiting its first cohort for training in July 2017.

- 2017 VUOM receives approval to begin offering GI Bill® education benefits to its student community. VUOM begins offering its students access to the Federal Financial Aid program through its Title IV Certification.
- 2018 VUIM officially begins operating as the Virginia University of Integrative Medicine. VUIM receives approval from ACAHM to operate its classroom-teaching site located in New Jersey.
- 2019 VUIM begins offering coursework to the inaugural class for its DAc and DAChM program. VUIM Welcomes back Dr. Lixing Lao as the institutions President.
- 2020 VUIM’s Doctor of Acupuncture and Oriental Medicine (DAOM) is accredited. More than 400 students are actively enrolled.
- 2021 VUIM programs, Doctor of Acupuncture (DAc), and Doctor of Acupuncture and Herbal Medicine (DAChM) are accredited.

VUIM receives approval from the State Department of Higher Education in New Jersey to offer both the Master of Acupuncture and the Master of Acupuncture and Herbal Medicine program on-site at VUIM’s Ridgefield NJ location. This site is now the second official location for VUIM.

- 2022 VUIM receives approval from the US Department of Education and is authorized by the Georgia Nonpublic Postsecondary Education Commission to offer master’s and Doctoral programs at VUIM’s Duluth GA location. This site is now the third official location for VUIM.
- 2024 VUIM celebrates its 20th anniversary with more than 800 attendees at the annual Commencement ceremony, held at Capital One Hall in Tysons Corner, Virginia. VUIM sends students to Shanghai University of Traditional Chinese Medicine (SHUTCM) for the first time.

B. Legal Status of the University

Virginia University of Integrative Medicine (VUIM) is incorporated in the state of Virginia as a Not-for Profit Corporation duly formed and organized under the laws and regulations of the Secretary of State for the State of Virginia. The Articles of Incorporation were filed with the Virginia State Corporation Commission on January 22, 2004. VUIM is certified to operate and operates as a legal entity under the Laws of the State of Virginia.

Board of Trustees

Jane Kim, Chair

Dr. David Pak

John Shin

Brian Yong Choi

Cindy Choi

Dr. Lixing Lao, Ex-Officio Member

John Yoo, Ex-Officio Member

Compliance with Legal Requirements

Virginia University of Integrative Medicine (VUIM), in accordance with Title VI of the Civil Rights Act of 1964, operates in a nondiscriminatory manner regarding race, color, age, or national origin.

Furthermore, as required by Title IX of the 1972 Education Amendments, VUIM does not discriminate based on sex in its educational programs, activities, or employment policies.

VUIM also provides equal opportunity for qualified handicapped persons in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973. Instructional and other facilities (including an elevator to the third floor) are readily accessible to handicapped students. Inquiries and appeals regarding compliance should be directed to the Dean of Enrollment Management.

Approval Disclosure Statement

Virginia University of Integrative Medicine is certified to operate by the State Council of Higher Education for Virginia and to confer degrees for the following programs:

- **Master of Science in Acupuncture (English, Korean, Chinese),**
- **Master of Science in Acupuncture and Herbal Medicine (English, Korean, Chinese)**
- **Doctor of Acupuncture and Herbal Medicine**
- **Doctor of Acupuncture**
- **Doctor of Acupuncture and Oriental Medicine**
- **Certificate in Chinese Herbal Medicine**

Virginia University of Integrative Medicine has been approved for Initial Licensure by the Office of the Secretary of Higher Education for the State of New Jersey. Programs below are approved to be offered:

- **Master of Science of Acupuncture**
- **Master of Science of Acupuncture and Herbal Medicine**
- **Doctor of Acupuncture and Herbal Medicine**
- **Doctor of Acupuncture**
- **Doctor of Acupuncture and Oriental Medicine**

Virginia University of Integrative Medicine is authorized by the Georgia Nonpublic Postsecondary Education commission in Georgia. Programs below are approved to be offered:

- **Master of Science in Acupuncture (English, Korean, Chinese)**
- **Master of Science in Acupuncture and Herbal Medicine (English, Korean, Chinese)**
- **Doctor of Acupuncture and Herbal Medicine**
- **Doctor of Acupuncture**
- **Doctor of Acupuncture and Oriental Medicine**
- **Certificate in Chinese Herbal Medicine**

Virginia University of Integrative Medicine (VUIM) is approved by the U.S. Citizenship and Immigration Services (USCIS) to enroll foreign students. VUIM is responsible for providing the Student and Exchange Visitor Information System (SEVIS) with information regarding foreign students.

Telecommunications Activities

The Virginia University of Integrative Medicine offers distance education courses in alignment with the authorizations provided by our institutional Accreditor, the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), the State Council of Higher Education in Virginia (SCHEV), Office of the Secretary of Higher Education for the State of New Jersey and the Georgia Nonpublic Postsecondary Education commission. See “Distance Education” for more information.

ACAHM Public Disclosure

Virginia University of Integrative Medicine and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Acupuncture (offered in English, Mandarin, and Korean)
- (2) Master of Acupuncture and Herbal Medicine (offered in English, Mandarin, and Korean)
- (3) Doctor of Acupuncture
 - including a Doctor of Acupuncture degree completion track
- (4) Doctor of Acupuncture with a Chinese herbal medicine specialization
 - including a Doctor of Acupuncture and Herbal Medicine degree completion track
- (5) Doctor of Acupuncture and Oriental Medicine
- (6) Certificate in Chinese Herbal Medicine

The program(s) listed above may offer courses via distance education.

ACAHM does not accredit any programs at the undergraduate/bachelor level.

Virginia University of Integrative Medicine has voluntarily ceased enrolling students in its advanced practice Doctor of Acupuncture and Oriental Medicine program and has instituted an ACAHM-approved teach-out plan for all currently enrolled students. During the teach-out period, the program maintains the current accredited status.

Accreditation status and notes may be viewed on the ACAHM Directory.

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; <https://www.acahm.org>

Virginia Acupuncture Licensure

In Virginia, a Licensed Acupuncturist (L.Ac.) is a primary care practitioner, able to practice independently. The scope of practice will encompass acupuncture, herbal medicine, nutrition, Oriental massage, acupressure, and breathing techniques.

*Department of Health Professions Commonwealth of Virginia
Board of Medicine 9960 Maryland Drive, #300
Henrico, Virginia 23233-1463
(804) 367-4570*

State Licensure Requirements Disclosures

Each state regulatory board carries unique requirements for licensure. Although VUIM annually updates the information contained in the tables below, VUIM does not guarantee the accuracy of the information at the time of viewing. Since the state rules and regulations are ever-changing, prospective students should always check with the state license granting authority to determine eligibility. The NCCAAM (National Certification Commission for Acupuncture and Herbal Medicine) provides a map of licensure requirements for each state and the contact list for each state regulatory agency. The information below is accurate as of May 2024.

Please see the following [page](#) on our website for details.

Acupuncture Practice Disclosure

The Virginia University of Integrative Medicine (VUIM) prioritizes the safety of its community and the public. Practicing acupuncture or related therapies without proper licensure is unlawful, except when student practice is under the direct supervision of licensed VUIM faculty or Clinical Supervisors, within approved educational settings. All acupuncture and related therapies, including adjunctive treatments and Chinese herbal medicine, should only be performed under the supervision of licensed VUIM faculty or Clinical Supervisors. VUIM disclaims liability for any injuries or damages that may occur, whether on or off campus, as a result of unauthorized or unsupervised practice.

C. Mission and Values

1. VUIM Mission

The mission of the Virginia University of Integrative Medicine (VUIM) is to produce educated healthcare practitioners highly skilled in Acupuncture and Integrative Medicine, trained to provide the community with affordable healthcare services while fostering the growth and practice of Acupuncture and Integrative Medicine.

2. Core Values

VUIM has created, developed, and adopted the CARES principles which we expect our community to utilize in guiding our actions and conduct with others and ourselves.

We lead by example by practicing the values of:

C-Compassion. VUIM believes in and cultivates compassion in our way of interacting with all community members plus in our teaching philosophy. A practitioner of Acupuncture and Herbal Medicine is most successful when rooted in compassion.

A-Affable. We believe that we need to not only develop our medical knowledge and skills, but to develop our skills in human interaction. VUIM is a wonderful community where there are plentiful opportunities to interact with peers and supervisors in classes and socially to enjoy others' company and learn the basic skills of communication.

R-Rational. The attainment of the highest degree of knowledge and skill allows for practice with focused awareness and intention. VUIM students are challenged and led to achieve their potential and strive for levels higher than information recall. VUIM pledges support to our students in their goals throughout their journey of discovery in this amazing medicine.

E-Experienced. One is not born a Master. VUIM students learn Acupuncture and Herbal Medicine and gain valuable experience in the clinical portion of VUIM’s educational curriculum. Students are given the opportunity to observe highly skilled Acupuncture and Herbal Medicine Doctors from around the world, witness their book knowledge be explained and demonstrated, and ultimately treat their own patients under the supervision of our exceptional clinical staff. It is important for students to see clinical results. Seeing the effectiveness of this medicine rich in history and philosophy is where one really cultivates the love and passion which carries each student through the challenges of their journey.

S-Scholarly. VUIM is a leader in Acupuncture and Herbal Medicine education in terms of curriculum design as well as our approach to Integrative Medicine. We regard each student as an individual and strive to help them discover their talents and styles of learning so we may support the achievement of their educational and occupational goals. The tools for a lifelong study of Acupuncture and Herbal Medicine are developed while in school and students are encouraged to indulge in the rich vastness of the medical giants that have come before us.

D. Institutional Policies

1. Notice of Non-Discrimination and Equal Opportunity

The Virginia University of Integrative Medicine (VUIM) is committed to providing Community Members with an environment free from unlawful discrimination and harassment. VUIM seeks to foster an inclusive educational and work environment for all faculty, staff, employees, and students. VUIM prohibits discrimination based on age, race, sex, color, gender, gender identity and expression, national origin, ethnicity, ancestry, sexual orientation, religion, creed, disability, genetic information, marital status, or any other legally protected class status in all its programs, activities, and employment practices. VUIM will not tolerate unlawful discrimination or harassment of any kind and subscribes to

the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity. Virginia University of Integrative Medicine (VUIM) is an equal-opportunity institution.

2. VUIM Diversity Statement

The Virginia University of Integrative Medicine (VUIM) embraces the principle that our dedication to academic excellence and our commitment to ***diversity, equity, and inclusion*** are mutually dependent. Representation of as many diverse groups, backgrounds, and points of view as possible and the creation of equitable learning environments for all students make VUIM an inclusive and welcoming school. Ultimately, it is our goal to reflect the population we wish to attract and serve. Our locations in Northern Virginia, New Jersey, and Georgia offer a greatly diverse population from which we aim to draw the finest talent to create a faculty of the highest degree for our students to learn from. The University structure was created to support and take advantage of the diversity of our students and geographical location. It is the intention of the University that a climate of respect for a diversity of backgrounds, ideas, and perspectives is highly valued and issues of diversity are appropriately considered and engaged. VUIM seeks to expand diversity in the areas of representation, our campus community, including both faculty and students in the following ways:

- University outreach initiatives for admissions will occur through attendance at college fairs, speaking engagements, and strategic alliances. These outreach efforts include targeting local high schools and Universities with large minority enrollment and attending minority fairs.
- Virginia University of Integrative Medicine is an Equal Opportunity Employer. Hiring strategies for staff, faculty, and administration adhere to an equal opportunity policy. Applicants are considered based on their qualifications for the position without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital status, disability, veteran's status, or any other personal trait protected by federal, state, or local law.
- VUIM's community engages in outreach to underserved communities. VUIM is currently working on increasing its community service initiatives through volunteer services provided to community organizations as well as through our low-cost school clinic.
- VUIM prides itself on the acceptance of diversity of thought and traditions while focusing on the study of TCM theory and practices. Elective courses provide exposure to diverse theories and practices, and students and faculty form study and practice groups around these theories, on campus. For example, The SaAm Acupuncture Society represents the efforts of VUIM faculty - students, practitioners, and interested parties dedicated to continuing an interest in Korean SaAm Acupuncture.

3. Drug-Free Workplace (Drug-Free Environment Policy)

Virginia University of Integrative Medicine is committed to maintaining a community in which teaching and learning can thrive. Drug abuse in the workplace endangers the health and safety of the public and University employees, students, and patients.

To that end, VUIM is dedicated to upholding the requirements of the Drug-Free Schools and Communities Act and its related provisions. A program has been created to do the following annually: 1. Notify students of this policy and standards of conduct; 2. Provide a description of the health risks associated with Alcohol and Other Drug use (AOD); 3. Provide a description of available treatment programs. Local, State, and Federal law supersede any VUIM policy on this subject. All community members are subject to these laws while on campus.

Unlawful staff, student, or faculty possession, dispensing, manufacturing, or using illegal or controlled substances is prohibited on university property, in university vehicles, and while conducting University business.

In addition, the University is a smoke-free environment. The use of all tobacco products including vaporizers is prohibited inside the facility and on all campus grounds.

4. Accessibility Services

VUIM is committed to providing an accessible academic community. Through the request process, VUIM Student Affairs staff work to offer accommodations to students with documented disabilities, permanent and temporary injuries, and chronic conditions. If you are a student with a disability, we encourage you to engage us in an interactive process to provide you with an equal opportunity to participate in, contribute to and benefit from our academic programs.

Anyone interested in discussing their individual case (or to begin the request process) should contact the Accessibility Services Coordinator, Chad Egresi at accessibilityservices@vuim.edu. Requests to begin the evaluation process can take up to three weeks. Due to the importance of the evaluation process, requests for accommodation made less than three weeks before the beginning of the course cannot be guaranteed. Documentation supporting the request should be provided at the time of submission.

5. Sexual Misconduct, Harassment, and Discrimination

As an institution of higher education that promotes the rights and safety of all members of the campus community, VUIM requires that individuals treat one another with respect, dignity, and fairness. In an intimate relationship, these values are of paramount importance. Sexual misconduct, which is prohibited under this policy, includes a broad range of behavior such as inappropriate touching, sexual exploitation, sexual intercourse without consent, and other forms of sexual violence. Some forms of sexual misconduct may be a crime. Sexual misconduct, as defined in this policy, may violate Title IX of the Higher Education Amendments of 1972 and/or the Violence Against Women Act (VAWA) and Virginia State Education Law. Such violations will not be tolerated by the University.

It is a violation of university policy to engage in Sexual Assault, Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence and Stalking, and Complicity in the commission of any act prohibited by this policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, "Prohibited conduct"). Prohibited conduct is prohibited regardless of the sex, sexual orientation, and/or gender identity/expression of the Complainant or Respondent.

Whether conduct is unwelcome is a subjective determination based on the specific Complainant. Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

This policy provides procedures for reporting, investigating, and adjudicating sexual misconduct, harassment, and discrimination in the context of Title IX. It applies to all members of the University community, including the University's students, faculty, and staff, and applies regardless of one's sexual orientation, gender, gender identity, or gender expression. Non-community members (e.g., alumni, family or friends of students, vendors, etc.) visiting campus or participating in any University program or activity are expected to abide by the behavioral expectations of this policy. Individuals found in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment of employees and suspension or dismissal of students.

This policy is in coordination with the Student Code of Conduct, Formal Complaints, and FERPA. See VUIM Student Handbook: Institutional Policies for further details.

6. Records Management and Retention

The University will retain documents in accordance with the records retention schedule, developed through the research of applicable laws at the state and federal level as well as accreditation standards. Individual department schedules are available through this policy and its subsequent records retention schedule.

Electronic documents are retained as if they are paper documents. Therefore, any electronic files that fall into one of the document types on the schedule, or that represent a substantially similar/related document as discussed above, will be maintained for the scheduled length of time.

Physical documents for all enrolled students are stored in a fire-safe cabinet in a secure and appropriately accessible manner. Physical documents for all Graduates of VUIM are also retained in a fire-safe cabinet, in a secure and appropriately accessible manner. Documents that are essential to keeping the University operating during an emergency are duplicated and backed up.

Each individual department is responsible for the safe and secure maintenance, storage, and disposition of its own records, with oversight by the relevant Dean, Director, or Leader. In addition, the University compliance officer has the institutional oversight responsibility for monitoring and managing the destruction of records on schedule.

Document disposition will be suspended immediately and all potentially relevant records and documents, whether listed on the Retention Schedule or not, must be preserved and maintained when a lawsuit is filed or is reasonably anticipated. Documents that are subject to a "litigation hold," shall be preserved and retained until such time as the CEO specifically authorizes the documents to be disposed of.

7. Discontinuation or Closure

In the event the University (VUIM) discontinues operation or closes, all affected parties will be notified as soon as possible. A phase-out plan, when possible, will be deployed, with the primary goal of assuring students are supported in successfully transitioning to another accredited program. Student records will be transferred to and maintained by the State Counsel for Higher Education in Virginia (SCHEV). Should this happen, students will follow the procedures outlined by SCHEV to access their records.

8. Formal Complaints (Grievance)

The University encourages open and honest communication between members of the community. Most conflicts and differences of opinion between members of the University community can be resolved by the individuals directly confronting issues and jointly exploring alternatives. VUIM encourages all community members to informally resolve differences when possible. Resources may be available to staff and students. If you would like to better understand the resources that may be available, students should contact Chad Egresi at cegresi@vuim.edu and staff/faculty should contact John Yoo at

iyoo@vuim.edu. If the complaint falls under Title IX (Sexual misconduct, harassment, or discrimination), it should be reported to the institutional Title IX Coordinator, Chad Egresi at cegresi@vuim.edu.

In cases where conflicts cannot be mutually resolved, the University has established formal complaint procedures, also referred to as “grievance procedures”. It is the policy of VUIM to provide fair and orderly procedures to resolve student grievances. Nothing in this policy prevents a student from discussing a complaint informally with any appropriate college official. This policy intends to provide all community members with a formal avenue for addressing complaints that are not covered by any area with other formalized procedures (including but not limited to sexual misconduct, harassment and discrimination, and student code of conduct).

The University will maintain records of all submitted formal complaints in the context of the records retention policy. Should the reporting student, or any other affected party remain displeased with the outcome of the matter, an appeal may always be made to the appropriate individual state and/or accreditation authority listed below:

State Council of Higher Education for Virginia (SCHEV)

James Monroe Building, 10th Floor
101 North Fourteenth Street
Richmond, Virginia 23219

Tel: (804) 225-2600; Fax: (804) 225-2604; Website: www.schev.edu

US Department of Veterans Affairs

“The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved as the school, the beneficiary should contact our office via email – saa@dvs.virginia.gov

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

500 Lake Street, Suite 204
Excelsior, Minnesota 55331

Tel: (952) 212-2434; Fax: 952/657-7068; Website: www.ACAHM.org

Georgia Nonpublic Postsecondary Education Commission (GNPEC)

In the event a student is not able to satisfactorily resolve issues with the university using VUIM's complaint and appeals channels, and the student wishes to file a complaint, the Georgia Office of Inspector General is designated as the state agency responsible for receiving such complaints.

Students may contact:

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place

Suite 220

TUCKER, GA 30084

Phone: (770) 414-3300

Fax: (770) 414-3309

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

New Jersey Office of the Secretary of Higher Education (OSHE)

If you reside in a state outside of one of our three campus locations (Virginia, New Jersey, and Georgia), and have a complaint that you feel has not been resolved through the university grievance procedures, you may file a complaint with the state in which you reside. In compliance with the Federal Department of Education regulations, we are providing the list of all state agencies with contact information: Student Complaint Information by State, also available in PDF format.

Office of the Secretary of Higher Education

ATTN: Complaints

P.O. Box 542 Trenton, New Jersey 08625-0542

NJ Complaint Form

9. Emergency Management Plan

Virginia University of Integrative Medicine (VUIM) desires to safeguard the welfare of students, faculty, staff, patients, and visitors and to protect the University's essential functions of teaching and patient care during and after an emergency. The purpose of this policy is to ensure that VUIM is prepared for and can effectively respond to and recover from an emergency through the appropriate use of university and community resources.

This policy defines the organizational framework of the Emergency Management Plan and establishes roles and responsibilities for emergency management and continuity planning activities at the university.

The executive committee, on behalf of the President, shall ensure that the University has in place an effective emergency management plan. The Emergency Management plan consists of a designation of appropriate officials to contact in an emergency when an incident occurs or if a disaster happens. Additionally, official communication channels are established as well as identifying secure locations throughout the building.

Process and Procedure:

In the event of an emergency or disaster where there is imminent danger, call 911.

Points of contact:

In the event of a non-life-threatening incident, the University point of contact (POC), safety officer is *John Yoo*, CEO. If the CEO is unavailable, the Director of Strategic Initiatives, James Lee and/or Dean of Enrollment Management, Chad Egresi are designees who can be contacted at the Virginia Campus. Dr. Thomas Kouo is the point of contact for the New Jersey Campus and Kristina Ejike is the point of contact for the Georgia Campus.

The University POC and/or their designees are responsible for coordinating and organizing all individuals during an event. It is critically important that during an emergency, their directions are followed.

Communication:

The University will utilize the centralized Populi user text, email, and message board system to alert students of any emergency as well as the resolution of any emergency. Therefore, it is critically important that the University has up-to-date contact information for all members of the community.

Building closures are also announced through the centralized Populi user text, email, and message board system.

E. Distance Education

VUIM COMMITMENT

VUIM is committed to providing quality instruction and course content to students by combining the latest teaching and technological innovations in the distance education environment, for students to reach their educational objectives. We believe the intelligent use of high-tech telecommunication technology can transform and enhance the effectiveness of student learning. VUIM will always strive to ensure the learning environment online is reciprocal to the on-campus experience.

Distance Education Values

- Maximizing student success and intellectual development
- Commitment to high-quality teaching and learning using technology and highly prepared, well-supported faculty
- Collaboration in development, administration, and delivery
- Respect for and responsiveness to a diverse, global community
- Ethics and Integrity in all activities

Online Quizzes and Exams

- Students should sign in via Zoom and show their whole faces during the quizzes and exams unless otherwise instructed by the course professor. If the course professor provides specific instructions on how students should take the quizzes and exams, students are required to follow the instructions.
- Failure to do so will result in a violation of Academic Integrity, which is subject to the sanctions specified under the Student Code of Conduct section in the Academic Catalog and Student Handbook. VUIM exercises a zero-tolerance policy with respect to violations of academic integrity.

Video Conferencing System

To provide the same academic quality as the traditional face-to-face version of the courses, we use the **Zoom Video Conferencing system**, creating an optimal virtual classroom environment. All our online courses will be synchronous. The Zoom Video Conferencing system provides a synchronous eLearning video conferencing tool that allows students and instructors face-to-face contact in real-time. This tool gives students and instructors the opportunity to communicate, collaborate and learn from wherever they are.

Features of the Zoom Video Conferencing System Are as Follows:

Instant HD video conferencing

- Synchronous learning - In a synchronous online classroom environment, many of the learning activities and expectations are identical to those found in a traditional classroom.
- **Interactive participation** This learning environment offers meaningful interactions like that of face-to-face settings. Lectures, discussions, and lesson presentations occur at a specific

point in time with the expectation that all students will be present and available to participate. The synchronous learning environment supports learning and teaching by offering students and instructors multiple ways of interacting, sharing, and the ability to collaborate and ask questions in real-time through synchronous learning technologies.

Recorded class sessions

- All Classes are recorded and made available to students for the entirety of the term for which the course takes place

Analytics

- Zoom provides analytics of classroom attendance, breakout room activity, and chat conversations
- Notification (reminders for upcoming events by scheduling notifications through emails and calendar sync.)

Chat

- The chat function allows participants to have a real-time synchronous discussion during a course, facilitating Faculty – Student as well as Student-Student interactions and communication.

Identity verification and Proctoring

- System requires users to login using their @vuim.edu email account
- Students are required to always participate with their cameras on in DE courses
- Exams and quizzes are proctored live through a webcam, by the faculty member

To supplement the effectiveness of our online courses, we also use the institutional **Learning Management System, Populi**.

The Populi Learning Management System, offers the following administrative functions:

- Admissions Management
- Communications
- Academic Reporting
- Bookstore Management
- Enrollment Management
- Faculty/ Staff Management
- Library Management
- Proctored Testing Environment
- Student Information/ Records
- Student Portal
- File Storage, Sharing, and Transfer

The Populi Learning Management System offers the following learning features:

- Learning resources - Displays of electronic course content, including PowerPoint files, Flash, Video, sounds, etc. will be available
- Different types of Group Forums (e.g., for students only, teachers only)
- Automatic grading of assignments
 - Automatically graded assignments may constitute: Short Answers, Multiple Choice, True-False questions, Matching questions, Random questions, Embedded answer questions, embedded descriptive, text, and graphics
- Assignments
 - Teacher feedback- An active report may be generated for each student. Feedback is provided to the student on their results as compared to the class average.
 - Chat Mode - Synchronous text interaction
 - Course News - Consists of a Discussion Forum
- Assessment: built-in surveys for analyzing online classes including graphs and polls
- Course evaluation by students
- Attendance Tracking

Technical Requirements for DE at VUIM

It will be essential for students to have access to a computer and the internet. Students are expected to check their e-mail on a routine basis for communication from the administration and their instructors.

Recommended Hardware (Minimum Requirements)

These requirements refer specifically to your computer hardware. Remember, it is okay if you satisfy or exceed the "Recommended" settings. "Minimum requirements" are meant for the basic use of Zoom and Populi. If you require any additional plug-in software applications, always check with the appropriate vendors as the "minimum requirements" may change.

You should also check with your instructor for any other hardware/software requirements specific to your course. Remember, always be prepared for your online class before it begins for the best learning experience!

Minimum System Requirements: Windows

Operating System - Windows XP SP 2 Home or Professional Processor - 1 GHz

RAM - 256 MB

Free Hard Disk Space - 100 MB

Minimum System Requirements: Macintosh

Operating System - OS X (10.2)

Processor - G3 800 MHz

RAM - 256 MB

Free Hard Disk Space - 100 MB

Recommended System Requirements: Windows

Operating System Windows XP SP 2 (Home or Pro) or Windows Vista

Processor 2 GHz or higher

RAM 768 MB or more

Free Hard Disk Space - 500 MB or greater

Recommended System Requirements - Macintosh

Operating System OS X (10.4) or OS X (10.5)

Processor G4 1.25 GHz or higher

RAM 768 MB or more

Free Hard Disk Space - 500 MB or greater

Computer Skills

Students are required to have the computer operation skills as listed:

- Start up and shut down your computer system and peripherals
- Identify and use icons, windows, and menus
- Download and install helper applications such as Real Media players, etc.
- Point, click, double-click, and click and drag with the mouse
- Use pull-down menus
- Select, open, move and close a window
- Scroll up/down and left/right
- Start an application and create a document
- Name, save, retrieve, and revise a document
- Name a document
- Save a document using the save and save as command
- Use printing options
- Cut and paste between applications
- Use and correctly size graphics for use on the Internet (including PowerPoint files uploaded to the Internet)

Students are required to have the basic internet skills as listed:

- Connect to the Internet through an Internet Service Provider
- Access and use resources on the World Wide Web using browser software and set appropriate Options for Popups, Cookie access, etc.
- Navigate to a specific Web site
- Navigate to a search engine site and perform a specific search using Boolean techniques
- Complete and submit online forms
- Utilize email effectively
- Send, open, reply to, and forward messages
- Send, open, and save attachments
- Use signatures
- Utilize search engines
- finding websites
- online research
- Participate in online discussions and forums

VUIM Online Learning Readiness Course

To ensure that students have such required knowledge and skills for distance learning, all students are required to take and pass the Online Learning Readiness course (OLR101) provided by CTLE. The course

description, learning outcome, course content, and learning experience are described below. OLR101 sets the standards for students’ required skills and knowledge for distance learning readiness.

OLR 101 Course Description:

This Online Learning Readiness course is a 100% asynchronous course, designed to help students get oriented to tools and resources for successful distance learning. Students can complete the course at their own pace. New VUIM students are required to complete this course. The Online Learning Readiness (OLR 101) provides a hands-on introduction to the key features of Populi, VUIM’s distance learning management system. You'll get a clear picture of what it takes to be successful in an online class as you review topics ranging from time management to technology skills.

OLR 101 Course Learning Outcomes:

On completion of this course, students should be able to:

- Distinguish between common myths and facts about online learning.
- Conduct self-assessment of their online learning readiness and identify areas to improve.
- Prioritize and analyze the activities, identify their skills, abilities, and resources for online learning, and create a timetable for their study.
- Navigate through Populi Learning Management System and obtain critical academic records.
- Describe key tips and skills for successful online learning at VUIM.

Course Content:

Lesson	Lecture Contents	Assignment
1	Getting Started: Learn how to navigate through the course. Welcome to the course.	Read the lesson material. Watch VUIM video: Tips for Online Learning
2	What is Online Learning? Myths vs. Facts	Read the lesson material.
3	Am I ready for Online Learning?	Read the lesson material. Complete Online Learning Readiness Self-Assessment.
4	Time management: Prioritizing, Analyzing, Estimating, and Developing Strategies.	Read the lesson material. Time Estimating activity. Timetable activity. Submit: Prioritizing worksheet, Analysis worksheet, SKR worksheet
5	Communication Skills: Active Listening	Read the lesson material. Submit: Quiz 1, Quiz 2
6	Technology Skills: Technical Requirements, Basic Computer & Internet skills, Typing skills, Tech Savvy Tips & Tricks.	Read the lesson material. Practice the technology skills using the provided links, if needed.

7	System Access & Support: Orientation to Populi system, School email, Online Classes via Zoom.	Read the lesson material. Watch the VUIM instructional videos. Submit: Degree Audit from Populi.
8	Tips for Your Success.	Read the lesson material. Submit: Exit Survey

- **Online Learning Readiness Self-Assessment**

- **Instruction:** Each question is assigned a point or points based upon your answer. You must answer each statement honestly for accurate results. Add up your points for each category. Using the Scoring and Feedback table below, you can determine your readiness level for participating in an online course.
- Indicate your level of agreement with these statements: Strongly Agree (2), Agree (1), or Disagree (0).

Self-Directedness

- 1. I am good at setting goals and deadlines for myself.
- 2. I finish the projects I start.
- 3. I do not quit just because things get difficult.
- 4. I can keep myself on track and on time.

Learning Preferences

- 5. I learn pretty easily.
- 6. I can learn from things I hear, like lectures or audio recordings or podcasts.
- 7. I have to read something to learn it best.
- 8. I have developed a good way to solve problems I run into.
- 9. I learn best by figuring things out for myself.
- 10. I like to learn in a group, but I can learn on my own, too.
- 11. I am willing to email or have discussions with people I might never see.

Study Habits

- 12. I usually work in a place where I can read and work on assignments without distractions.
- 13. I can ignore distractions around me when I study.
- 14. I am willing to spend 10-12 hours each week per course.
- 15. I keep a record of what my assignments are and when they are due.
- 16. I plan my work in advance so that I can turn in my assignments on time.
- 17. People around me will help me study and not try to distract me.
- 18. I am willing to use email and other online tools to ask my classmates and instructors questions.

Technology Skills

- 19. I am pretty good at using the computer.
- 20. I am comfortable surfing the Internet.
- 21. I am comfortable with things like doing searches, setting bookmarks, and downloading files.
- 22. I am comfortable with things like installing software and changing configuration settings on my computer.
- 23. I know someone who can help me if I have computer problems.

Computer Equipment Capabilities

- 24. My computer runs reliably on Windows 10 or on Mac OS 10.14 or higher.
- 25. I have a printer.

- 26. I am connected to the Internet with a fairly fast, reliable Internet connection.
- 27. I have virus protection software running on my computer.
- 28. I have headphones, a microphone, and a webcam to use if a class is partly or entirely by videoconference.
- 29. My browser will play several common multimedia (video and audio) formats.

Scoring and Feedback

Use the below table to assess your online learning readiness. Wherever your readiness level is, you will greatly benefit from our *Online Learning Readiness Course* [OLR101]. Please feel free to contact CTLE@vuim.edu if you feel that you need help with online learning.

Self-Directedness

0-3	4-6	7-8
<p>From your answers, it looks like your time management skills and study habits (such as keeping yourself on track, meeting deadlines and working independently) need to be improved. An online class requires more independence in setting and following work goals and deadlines. In an online course you will have to pace yourself and figure out things on your own or with sometimes limited assistance from the instructor.</p>	<p>You seem to be well-organized. That’s good, but please note that learning from an online course usually requires more time and effort, because you will often have to pace yourself and figure out things on your own or with limited support from the instructor.</p>	<p>You seem to be well-organized. Good organization and time management skills are very important for online learning, as you will have to work independently much of the time. You are prepared to pace yourself. But you may still want to be even more organized and self-directed. Try resources like those found at VUIM Center for Teaching & Learning Excellence.</p>

Learning Preferences

0-9	10-12	13-14
<p>To become a successful online learner, you should improve your basic learning skills, such as reading, listening, writing, and problem solving. To do this, you may need to stretch yourself to use different types of media, such as audio, to learn in an online course. You will also need to rely on yourself to solve minor problems or make decisions about your learning. You may need to work in an online group. That requires good communication skills.</p>	<p>You seem to learn easily. But remember that most online courses consist mainly of written text, but a lot of them now also include audio/video recordings or podcasts. You will also have to communicate in writing with the instructor and your classmates. You may need to improve your basic learning skills, such as reading, listening, writing, and problem solving.</p>	<p>Your learning style seems to fit well with online learning! You can figure out things on your own and communicate with people in writing. You seem to realize that taking an online course is more time consuming and requires more study discipline than a face-to-face class. But you may still want to improve some areas and learn how to be even more effective in your learning. Try resources like those found at VUIM Center for Teaching & Learning Excellence.</p>

Study Habits

0-9	10-12	13-14
<p>You will need to carefully choose a study area compatible with your study habits, and plan on spending at least 10-12 hours each week there, for each online course. You need to devise a way to keep track of your assignments and due dates, such as keeping a written record of your tasks and allocating certain hours to work on each task.</p> <p>You will need to be willing to reach out to your instructor, fellow classmates, and VUIM CTLE when you have questions.</p>	<p>You seem to have fair study habits. You may want to improve your organization skills, such as allocating certain hours to work on each individual task to stay on track, to work on it the first thing each morning, and to keep a written record of your tasks and assignments. These strategies will help you not fall behind in the class.</p> <p>You will need to be willing to reach out to your instructor, fellow classmates, and VUIM CTLE when you have questions.</p>	<p>You seem to have good study habits for online learning. Before starting an online course, you may still want to improve some areas of your study habits. Try resources at VUIM Center for Teaching & Learning Excellence.</p>

Technology Skills

0-6	7-8	9-10
<p>It seems that you are not very comfortable using the computer for learning. The ability to keep your computer up-to date, search the Internet and download files is very important for successful online learning. To improve your basic computer and Internet skills, you can find resources in VUIM Online Learning Readiness Course and at VUIM CTLE.</p> <p>You may also consider identifying someone to serve as your technological support person before taking an online course.</p>	<p>You seem to be good at using the computer and the Internet, so you should have no problem interacting with the online course environment. However, you may want to improve your technology skills in some areas, in which case you can get help and resources at VUIM CTLE. Also, consider getting help from someone who knows computers well when needed.</p>	<p>It looks like you are a very experienced computer user and shouldn't have any problems accessing or interacting with the online course. If you do run into difficulties, you can visit VUIM CTLE website for help.</p>

Computer Equipment Capabilities

0-10	11-12
------	-------

<p>It seems that your computer may need some upgrades or additional software installed on it to ensure the best possible online learning experience. You should have a modern, up-to-date operating system, an up-to-date browser, a fast connection to the Internet, virus protection, and possibly headphones with a microphone.</p>	<p>It seems you have adequate computer capabilities. Make sure to check out VUIM Academic Catalog and VUIM CTLE website to be informed of and meet the most up-to-date technology requirements for online learning at VUIM.</p>
--	---

Our *Online Learning Readiness Course* (OLR101) will help you to develop and improve time management and self-directing skills. Please feel free to contact CTLE@vuim.edu if you feel that you need help with online learning.

This VUIM Online Learning Readiness Assessment is an adaptation of the Online Readiness Assessment by the Pennsylvania State University and St. Andrew's College, licensed under a Creative Commons Attribution-Noncommercial-ShareAlike 3.0 Unported License.

Information Exchange Privacy and Safety

VUIM is committed to protecting student confidentiality and privacy for students enrolled in all courses regardless of the mode of instruction (on-line, hybrid, classroom). All the University policies regarding student privacy and information security apply to distance education courses. We verify the identities of online students by verifying their students' user IDs and passwords. All staff teaching distance education courses are expected to uphold these polices and follow these procedures, including:

- Teach distance education courses using the University's learning management system, to ensure security of student work and grades.
- Use the school's email system for all official, confidential communication such as providing feedback on student work, releasing grade information to students, etc.
- Keep student work, scores, or grades confidential. Students in the course should not have access to other students' work or grades.
- Inform students not to share your login information with anyone, give anyone unauthorized access to the Learning Management System.
- Follow the University's guidelines for sharing student educational record information with other faculty, staff, parents, or others outside the University.

FERPA

See pgs. 67-69 for more information.

F. Programs List

- **Master of Science in Acupuncture and Herbal Medicine (MAcHM)***
- **Master of Science in Acupuncture (MAc)***
- **Professional Doctorate Programs (DAc. / DAcHM)**
- **Doctor of Acupuncture and Oriental Medicine Program (DAOM)**
- **Graduate Certificate in Chinese Herbal Medicine Program (CCHM)**

*The MAcHM and MAc programs are offered through three different language tracks: English, Korean, and Chinese. All three language tracks require students to complete their clinical training in the English language. However, the Korean and Chinese language tracks utilize the Korean language and Chinese language, respectively, for the instruction of the didactic portions of each degree program's curriculum.

G. Administration and Staff

Name	Position
John Yoo, MBA	Chief Executive Officer
Lixing Lao, Ph.D.	President
Sung Woo, Ph.D.	Academic Dean
Dr. Thomas Kouo, DAOM	Vice President Of Academic Affairs
Chad Egresi, MPA	Dean of Enrollment Management and Title IX Coordinator
Byung Kim	Chief Marketing Officer and Director Student Services
Yoomin Kim	Principal Designated School Official
James Lee	Director of Strategic Initiatives
Yaron Cohen	Director of Clinical Education
Vivian Lee	Financial Aid Officer
Amei Wei	Academic Advisor
Mallory Latimer	Teaching and Learning Support Specialist
Ji Baek, L.Ac.	Registrar
Maurice Freeman	Director of Admissions
Steve Krompf, MLIS	Librarian
Ryan Kwon, CPA	Associate Controller
Victoria Pozdeneva	Bookkeeper
Seyoung Ju	Assistant Registrar, Clinical Supervisor
Dr. Haley Parker	Director of Clinical Operations

H. Faculty

Core Faculty

Yaron Cohen, L.Ac., Dipl. OM. NCCAOM

Teaching Specialization: Acupuncture, Herbal Medicine

Masters of Acupuncture and Traditional Chinese Medicine, Yosan University

Dr. Tae Cheong Choo, L.Ac., Dipl. Ac. NCCAOM

Teaching Specialization: Herbology, Pain Control, Neuropathy, Orthopedic, Clinical Supervisor

Ph. D in Oriental Medicine, Graduate School of Kyung Hee University (Seoul, Korea)

Master of Korean Medicine, Graduate School of Kyung Hee University (Seoul, Korea)

Dr. Justin Flinner, DAc., L.Ac., Dipl. Ac. NCCAOM

Teaching Specialization: Tai Chi, Qi Gong, Acupuncture

Master of Acupuncture, Maryland University of Integrative Health

Dr. Lixing Lao, PhD, MB., L.Ac., Dipl. OM NCCAOM

Teaching Specialization: Acupuncture, Herbal Medicine, Research

Ph.D in Physiology, University of Maryland; Master of Traditional Chinese Medicine, Shanghai University of Traditional Chinese Medicine

Dr. Hoon Byung Lee, DAOM., L.Ac., Dipl. Ac. NCCAOM

Teaching specialization: Acupuncture, Herbal Medicine, Qi Gong, Clinical Supervisor

Doctor of Acupuncture and Oriental medicine, Oregon College of Oriental Medicine

Master of Science in Acupuncture with a Chinese herbal medicine specialization,
Midwest College of Oriental Medicine

Dr. Yona Lee, L.Ac.

Teaching specialization: Herbal Medicine and Clinical Supervision

Master of Science in Acupuncture with a Chinese herbal medicine specialization,
Virginia University of Integrative Medicine

Taran Kermani, MD (Iran), L.Ac.

Teaching Specialization: Biomedicine / Western Medicine

Doctor of Medicine, Iran University of Medical Sciences and Health Services

Master of Science in Acupuncture, Virginia University of Integrative Medicine

Tianhao Liu, Dipl. OM NCCAOM, L.Ac.

Teaching Specialization: Acupuncture, Herbal Medicine, Clinical Supervision

Bachelor of Science in Traditional Chinese Medicine (TCM) integrated with Western Medicine

Master of Science in Acupuncture and Herbal Medicine, Virginia University of Integrative Medicine

Seyoung Ju, Dipl. OM NCCAOM, L.Ac.

Teaching Specialization: Clinical Supervision

Master of Science in Acupuncture and Oriental Medicine, Virginia University of Integrative
Medicine

Yu Cheng, Dipl. Ac. NCCAOM, L.Ac.

Teaching Specialization: Acupuncture and Point location

Master of Acupuncture and Traditional Chinese Medicine, Xinjiang Medical University of
Traditional Chinese Medicine

Dr. Thomas Kouo, DAOM, Dipl. OM NCCAOM, L.Ac.

Teaching Specialization: Acupuncture and Clinical Supervision

DAOM, Doctor of Acupuncture and Oriental Medicine, Pacific College of Health Sciences (PCOM);

Masters in Traditional Oriental Medicine, PCOM

Adjunct Faculty

Nicole Ardelean, MAc.

Teaching Specialization: Acupuncture and Masters Programs Coordinator
Virginia University of Integrative Medicine, Master of Acupuncture

Dr. Yeong Caleb Kim, LAc., PhD, LMT (NY / NJ) MSTOM

Teaching Specialization: Acupuncture and Biomedicine
Ph.D., Health Policy Management, Seoul National University, College of Medicine
MSTOM, Pacific College of Health Sciences
Master, Seoul National University, College of Medicine, Department of Surgery
Bachelor of Medical Science, Seoul National University, College of Medicine

Dr. Hyun Suk Choi, L.Ac., PhD (medicine), OMD (Korea)

Teaching Specialization: Herbal Medicine, Oriental Medicine Theory, Medical Terminology
PhD Medicine, School of Medicine, Cha University, South Korea
M.A. Medicine, School of Medicine, Cha University, South Korea
B.A., Korean Medicine, School of Oriental Medicine, Kyung Hee University, S. Korea

Seung Choi, L.Ac.

Teaching Specialization: Herbal Medicine
M.S., Neuropsychiatry of Oriental Medicine, Graduate School of Oriental Medicine, Kyung Hee University, South Korea
B.A., Korean Medicine, School of Oriental Medicine, Kyung Hee University, S. Korea

George Jacob Rosenbaum, Dipl. Ac. NCCAOM, L.Ac.

Teaching Specialization: Acupuncture and Clinical Communications
Master of Science in Acupuncture, Virginia University of Integrative Medicine

Doran Ben Dov, L.Ac.

Teaching Specialization: Acupuncture, Herbal Medicine
Master of Oriental Medicine, Pacific College of Health Sciences (PCOM)

Fuling Guo, M.D.

Teaching Specialization: Biomedicine/Western Medicine
Shihezi University School of Medicine, China

Run Guo, L.Ac.

Teaching Specialization: Acupuncture, Herbal Medicine
Master of Oriental Medicine, Atlantic Institute of Oriental Medicine; BS Chinese Medicine, Anhui University, China

Hyun Sun Kang, KMD, L.Ac.

Teaching Specialization: Acupuncture, OBGYN
Master of Oriental Medicine, Dongguk University

Dr. Jung Bum Kim, Doctor of Chiropractic

Teaching Specialization: Biomedicine

Doctor of Chiropractic, Life University

Eun-Kyung (Anna) Kim, MD (Korea)

Teaching Specialization: Biomedicine

MD, Yonsei School of Medicine, South Korea

Hon Lee, L.Ac., Dipl. Ac. NCCAOM

Teaching Specialization: Oriental Medicine

Diploma in Acupuncture, Maryland Institute of Traditional Chinese Medicine

Post-Baccalaureate Certificate in Chinese Herbs, Tai Sophia Institute

Master of Acupuncture, New York College of Traditional Chinese Medicine

Dr. Seungmin Kathy Lee, PhD, L.Ac.

Teaching Specialization: Oriental Medicine, Acupuncture

PhD Medicine, Kyoung Hee University, South Korea

M.S. Clinical Korean Medicine, Kyoung Hee University, South Korea

Zhongping Lu, M.D., Ph.D. (China)

Teaching Specialization: Biomedicine

MD / PhD from Shanghai Jiao Tong University School of Medicine

Renee Lee, Dipl. Ac. NCCAOM, L.Ac.

Teaching Specialization: Clinical Supervision

Professional Doctor of Acupuncture, Virginia University of Integrative Medicine (VUIM), Master of Science in Acupuncture, VUIM

Song Ho (Daniel) Maeng, DAOM, Dipl. OM NCCAOM, L.Ac.

Teaching Specialization: Clinical Supervision

Doctor of Acupuncture and Oriental Medicine, Virginia University of Integrative Medicine (VUIM), Master of Science in Acupuncture and Oriental Medicine, VUIM

Dr. Paymon Sadrolsadot, MD (Iran), PhD, ND

Teaching Specialization: Acupuncture, Biomedicine

Doctorate degree of Naturopathy medicine, Canadian College of Naturopathy Medicine (CCNM)

Doctor of Philosophy (PhD) in Chinese Medicine & Acupuncture, Beijing University of Chinese Medicine, China

Doctor of Medicine, Shahid Beheshti University of Medical Sciences, Tehran, Iran

Dr. Daniel Schrier, DOM, L.Ac.

Teaching Specialization: Acupuncture, Herbal Medicine, Qi Gong

Master of Science in Acupuncture and Oriental Medicine, Maryland University of Integrative Health

Yong Kyo Shin, D.C.

Teaching Specialization: Biomedicine

Doctor of Chiropractic, Life Chiropractic University

Dr. Shadi Sarebanha, MD (Iran), PhD, ND

Teaching Specialization: Acupuncture, Biomedicine

Doctorate degree of Naturopathy medicine, Canadian College of Naturopathy Medicine (CCNM)

Doctor of Philosophy (PhD) in Chinese Medicine & Acupuncture, Beijing University of Chinese Medicine, China

Acupuncture Certificate, Primary and Advanced courses, Beijing University of Chinese Medicine, Beijing, China

Doctor of Medicine, Tehran University of Medical Sciences, Tehran, Iran

Yueqikun Wang, L.Ac.

Teaching Specialization: Acupuncture, Herbal Medicine

Master of Science in Acupuncture with a Chinese herbal medicine specialization, Master of

Science in Acupuncture, Virginia University of Integrative Medicine; BS Chinese Medicine, Anhui

University

Kerri Westhauser, L.Ac., Dipl. OM. NCCAOM

Teaching Specialization: Herbal Medicine

Master of Science Acupuncture, Maryland Institute of Traditional Chinese Medicine

I. Academic Calendar 2024-2025

There are four academic quarters during a calendar year. Each term consists of ten weeks: courses are offered in the morning, afternoon, and evening from Monday to Sunday. There are three weeks of vacation between terms and Clinical Intensive term is available during the vacation, in which students can take up to 1.5 clinical credits per week (intensive term). The courses offered during a particular term are listed in the class schedules, which are published approximately one week before registration. Any class with insufficient enrollment is subject to cancellation without notice. Time, date, and instructor may be subject to change without notice. *For classes that fall on a Holiday, the faculty will plan and coordinate a make-up schedule.

See Calendar details [here](#).

II. Admissions

Dear prospective students,

Welcome to Virginia University of Integrative Medicine!

In this office, our primary goal is to build strong relationships while providing you with the material necessary to make an informed decision about education in the field of Acupuncture and Herbal Medicine. Each program has been thoughtfully designed to provide students with the knowledge and skill necessary to build rewarding acupuncture careers in the growing field of integrative medicine. We are committed to building an inclusive community that includes all people, from all backgrounds.

Whether you are considering attending an open house, observing a class, want to chat over the phone/zoom, visit us, or would like to meet at a recruiting event, we are here to answer your questions! We provide you with the most up-to-date and accurate information in a personalized and professional manner. Admissions staff members are guides to reaching other University staff and resources and are your resident experts in supporting the completion of the online application. Contact us today to Begin Your Journey!

In partnership,

Chad Egresi, M.P.A.

Dean of Enrollment Management and Title IX Coordinator

Contact the Office of Admissions

Phone: (703) 323-5690

Email: admissions@vuim.edu

The Admissions team adheres to a high standard of ethics and professionalism in conducting our business. If you are interested in better understanding these standards, please visit NAGAP (National Association for Graduate Admissions Professionals).

https://nagap.org/documents/BestPracticesforGraduateEnrollmentManagementProfessionals10-28-09_2_.pdf

A. General Admission Requirements

The following materials are required, at minimum, from all new applicants for all VUIM programs (Except the DAOM program - DAOM does not require evidence of undergraduate education).

1. Satisfactory completion of at least 60 semester (or 90 quarter) credits of undergraduate-level education from an institution that is accredited or pre-accredited by an agency recognized by the US Department of Education.
2. Completed Application for Admission
3. Application fee payment
4. Statement of Purpose (Essay) - optional
5. Official transcripts
6. Photo ID
7. Completed recommendation form or letter of recommendation - optional
8. English Language Proficiency (if applicable)

**Some programs require additional application materials, in addition to the general admission requirements noted above. Please see program-specific guidelines below for details.*

1. English Proficiency

English language competency is required of all students seeking admission to a program. This must be demonstrated in one of the following ways:

1. Four years at a U.S. high school demonstrably delivered in English.
2. The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution: a) accredited by an agency recognized by the U.S. Secretary of Education, or b) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. In all cases, English must have been both the language of instruction and the language of the curriculum used.
3. One of the Following Assessments:

Test of English as a Foreign Language Internet-Based Test (TOEFL IBT)	Total: 61
International English Language Testing System (IELTS), Academic Format	Overall Band: 6

Duolingo English Test	90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C
Cambridge English Advanced (CAE)	C
Common European Framework Reference (CEFR)	B2
Occupational English Test (OET)	250, C
Pearson Test of English (PTE), Academic	Overall: 45

In rare circumstances, exceptions are made to the above proficiency requirements. In each situation, a thorough review by the Academic Dean and Dean of Enrollment is conducted and documented.

2. Application Deadlines

Priority deadlines are established at least one month ahead of the start date. VUIM encourages all applicants to complete the application process before priority deadlines. Applications are accepted and reviewed up to the final deadline for the term. If classes are full, the applicant will be notified by Admissions. Please see <https://www.vuim.edu/admissions/> for more information on specific deadlines for each term. VUIM reserves the right to both extend and cut short the deadline for admission when possible or necessary.

3. Review and Decision Process

VUIM admission staff will begin reviewing your application for admission after ALL required materials have been submitted. All applications are reviewed by an Admissions Officer and the Dean of Enrollment Management (or their designee). This process usually takes 5-7 business days, at which time a letter of decision will be sent electronically.

Applicants who are denied admission must wait one calendar year before re-applying. The Academic Dean and Dean of Enrollment Management may make exceptions to this standard when appropriate.

4. Orientation

VUIM orientation is designed to help prepare students to be successful along their academic journey. Orientation is typically 2 hours and covers the following information: Academic Catalog and student handbook policies, personnel resources, institutional supports, the Academic Calendar, the learning management system, Populi, as well as other applicable details to each incoming class of students.

5. International Student Requirements

An international applicant is an applicant who is not a United States Citizen or Permanent Resident (Green Card holder) of the United States. Due in large part to the lengthy process of requesting an F-1 visa, international applicants should begin their application at least 12 weeks ahead of the application deadline for best consideration. In addition to all General Admission Requirements, Applicants who have completed their educational studies in a country outside of the United States, where English is not the language of instruction will be required to submit their education credentials to a foreign evaluation service recognized by NACES (www.NACES.org) or AICE (www.AICE.org). VUIM recommends FIS (www.fis-web.com) and will help you submit to this organization only. In some cases, other evaluators may be accepted after evidence has been provided or found regarding the reputation of the evaluator.

*The evaluation requirement applies to all degrees earned where English was not the language of instruction.

The University is authorized under United States law to enroll non-resident alien students. Prospective students interested in studying in the US under this authorization are required to complete all necessary steps for the Student Exchange Visitor Program to be issued an I-20 and subsequent F-1 visa. At VUIM this includes but may not be limited to the following:

1. Original Bank statement (\$25,000 or more, no more than 3 months old)
 - a. Statement of financial support (if financial support is provided by someone other than self)
2. Valid passport
3. SEVIS payment
4. Meet all general admissions requirements
5. I-94, I-20, VUIM transfer document (applicable only to Visa transfer requests)

In addition, all students seeking an I-20 and student visa at VUIM will be required to follow the rules noted below:

- International students are required to enroll in at least 12 credits per term and are only permitted to enroll in one online course per term, concurrently.
 - Online courses taken as on-campus courses must be recorded with the academic advisor by checking in to campus for each class session by email.

6. Program-Specific Admissions Requirements

a. Doctor of Acupuncture and Oriental Medicine (DAOM)

The DAOM program at VUIM has been designed for students who are graduates of an ACAHM accredited Masters' program in Oriental Medicine, that includes both the skills developed in acupuncture point location and Chinese herbal medicine.

In addition to the General Admission Requirements, DAOM applicants must complete the following to be considered for admission:

1. Three short answer questions
2. Sample case study report
3. Current Resume
4. Official transcripts from an ACAHM accredited or pre-accredited master's degree in oriental medicine (no other transcripts are required unless transfer of credit is requested)

Applicants who are licensed acupuncturists but did not graduate from an ACAHM accredited or pre-accredited institution may be eligible for admission into the DAOM program through the following process:

1. All applicants will be reviewed by the Academic Dean to validate that the applicant has achieved professional competencies equivalent to an ACAHM-accredited or pre-accredited master's degree or master's level program in acupuncture or in Oriental medicine.
2. Students with deficiencies must complete outstanding coursework through successful completion of specified courses in VUIM's masters' program or through successful completion of challenge examinations.

Note: No pre-requisite or co-requisite credits completed at VUIM as a condition of admission into the program will count towards the DAOM program completion.

b. Doctor of Acupuncture (DAc)

In addition to the General Admission Requirements, DAC applicants must meet the following requirements to be considered for admission:

1. Satisfactory completion of at least 90 semester credits (or 135 quarter credits) of undergraduate level education from an institution that is accredited or pre-accredited by an agency recognized by the US Department of Education.
2. Prerequisite undergraduate level Chemistry, Biology and Psychology – If an applicant has not taken these courses prior to admission, they will be required to take them as a part of their enrolled VUIM program.

* Applicants interested in the Doctor of Acupuncture completion program must have graduated from an ACAHM accredited or pre-accredited Master of Acupuncture program. If the applicant is not a VUIM alum, a comprehensive transcript evaluation will be conducted by the Academic Dean. The results of this review may require the student to complete coursework at VUIM at the Masters' level.

c. Doctor of Acupuncture and Herbal Medicine (DAcHM)

In addition to the General Admission Requirements, DAChM applicants must meet the following requirements to be considered for admission:

1. Satisfactory completion of at least 90 semester credits (or 135 quarter credits) of undergraduate level education from an institution that is accredited or pre-accredited by an agency recognized by the US Department of Education.
2. Prerequisite undergraduate level Chemistry, Biology and Psychology – If an applicant has not taken these courses prior to admission, they will be required to take them as a part of their enrolled VUIM program.

* Applicants interested in the Doctor of Acupuncture and Herbal Medicine completion program must have graduated from an ACAHM accredited or pre-accredited Master of Acupuncture program. If the applicant is not a VUIM alum, a comprehensive transcript evaluation will be conducted by the Academic Dean. The results of this review may require the student to complete coursework at VUIM at the masters' level.

d. Certificate in Chinese Herbal Medicine (CCHM)

In addition to the General Admission Requirements, CCHM applicants must meet the following requirements to be considered for admission:

1. Satisfactory completion of an ACAHM accredited or pre-accredited Master of Acupuncture program.

B. Admissions Policies

See VUIM Student Handbook: Admission Policies for further details.

1. Conditional and Provisional Admission

Candidates for admission may be admitted conditionally. Conditional admission is a temporary status given to candidates who have not met one (or more) of the admissions requirements fully. Conditional admission requires a student to meet their unique “condition” of admission no later than the end of the second term that they are enrolled.

Students who do not meet the condition of admission by the deadline will be withdrawn and are required to re-apply in the future. In rare situations, a student can be granted additional time to complete their condition of admission. Additional time can be granted by the Dean of Enrollment Management when extenuating circumstances exist.

Students are not considered to be matriculated into a program until they have completed all admissions requirements. Students who do not matriculate will be removed from their program.

2. Non-Matriculated Students

Non-matriculated students interested in taking individual courses are eligible to apply. The application process requires that students meet the corresponding programs admissions requirements and all course prerequisites.

Students who enroll in a non-matriculated program are bound to the same standards of conduct, etc. as matriculated students and must not adversely affect the quality of instruction.

3. Deferral of an Admissions Decision

VUIM allows admitted students to defer their enrollment one time, for up to one year. Admitted students must pay their tuition deposit at the time of deferral to secure their seat in the future class term. Deferred students are expected to enroll in their chosen, future term. If they do not, the file will be discarded, and the prospective student will be required to re-apply.

Accepted students who do not defer and do not enroll before the end of the add/drop period for their original intended start will have their applications administratively withdrawn.

4. Administrative Withdrawal of an Application

Prospective student applicants who do not complete the admissions process for their intended start term; or who are accepted but do not notify the office of admissions that they intend to defer their offer of admission; or who deferred their application but did not show up for class for the expected start term will have their application administratively withdrawn. In coordination with the Admissions Records Retention policy, certain documents may be retained for a defined period.

Prospective students in this situation are encouraged to contact the office of admissions at any time to inquire about the status of their past application, to inquire about retained documents and to determine the steps required to re-apply.

5. Admissions Record Retention

All records, including academic records from other institutions, submitted to Virginia University of Integrative Medicine become part of the applicants' official record and will neither be returned nor duplicated for any purpose. It is recommended that individuals retain an additional copy of their official credentials to keep in their possession for all other personal requirements. All admissions documentation and the application data of individuals who enroll will be retained onsite in-coordination with the time frame defined in the institutional records management and retention schedule. In the following cases, all admission documentation and applicant data will be retained for 12 months, and then destroyed:

1. Applicants who do not register for courses at the time for which they have been admitted
2. Applicants whose applications have been denied
3. Applicants who do not respond to the Office of Graduate Admissions' requests for additional information, or are incomplete at the start of a term
4. Applicants who defer and do not start class on the selected deferral date

This policy exists in-coordination with the Institutional Records Management and Retention policy.

6. Right to Rescind Admission

VUIM reserves the right to rescind admission or enrollment in exceptional circumstances, whether occurring during the time of application review, or after the admissions decision has been made, if the University finds that:

1. Academic performance (utilized in the admissions decision) has declined since application;
2. An applicant misrepresented or falsified information in their application;
3. Behavioral issues or disciplinary incidents put in question the suitability of the applicant for the program;
4. or Conditions of acceptance outlined in the conditional/provisional acceptance letter were not met, or not met by the deadline.

7. Re-Application

Re-applicants are not guaranteed admission to any program at VUIM, regardless of previous admission. Individuals who are interested in re-applying are required to meet all current standards of admission, which includes but is not limited to any update in academic criteria, pre-requisites, completing a new application, ordering official transcripts, paying the application fee and uploading any required supplemental materials, etc. In addition, the individual re-applicant must be in good academic and financial standing with the institution to be considered. In some cases, VUIM will have retained official transcripts, in accordance with the admissions records retention policy. If you have questions about our retention of your official transcripts, please inquire with an admissions staff member.

Graduates of VUIM academic programs will have future application fees waived.

Individuals who have been dismissed from the institution for failure to meet Satisfactory Academic Progress standards must wait 1 full year from their dismissal to re-apply.

Individuals who have been dismissed from the institution for behavioral reasons, including but not limited to violations of academic integrity and code of conduct are generally ineligible to re-apply. In very rare cases, the University may allow an individual who has been dismissed for behavioral reasons to re-apply. A written letter explaining why the individual in question should be considered is required.

8. Transfer of Credit and Exemption

Transfer credits may be approved for individual courses when a student has previously completed academic coursework at an accredited institution recognized by the Department of Education that meets the same course outcomes as the equivalent Virginia University of Integrative Medicine course. Transfer credit is based on academic equivalency between courses that are less than five years old. An exemption is based on academic experience of more than five years old, professional experience and other related credentials.

In each case, either transfer or exemption, if approved, credit is awarded. Approved transfer credits will be denoted on the student transcript with the letter(s) "TR", while exemption credits will be noted by "EX" and exemption (by challenge exam) will be noted with "CE" as the grade.

Students may apply for transfer credit and/or course exemption as part of their master's degree or doctoral degree. The maximum number of credits for which course exemptions and transfers may be granted is 50% of the total credits in the master's and First Professional Doctor programs. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer or exemption credit. No more than 33% of the total credits in post-master's doctoral degree program may be transferred or exempted.

There is a \$400 fee for processing all requests for transfer of credit and exemption. Additionally, proctoring fees for any required challenge exams are \$125 per exam.

**Students receiving Veterans benefits will not be charged a fee for transfer of credit or exemption review per Veterans Administration policy. Veterans are encouraged to submit their military transcripts for consideration.*

Advanced standing represents student achievement of coursework, completed at VUIM (or at another ACAHM accredited program) with duplicative coursework that applies to other VUIM program(s). Under the following conditions, advanced standing will be recognized by the LMS system, and no transfer of credit or exemption review will be conducted.

1. VUIM master's degree students (currently enrolled) and graduates who completed their degree within the last five years, interested in enrolling the Professional Doctor of Acupuncture or Acupuncture and Herbal Medicine respectively;
2. VUIM master's degree graduates who completed their degree more than five years ago, and who can substantiate active practice since graduation with a copy of their professional acupuncture license, interested in enrolling the Professional Doctor of Acupuncture or Acupuncture and Herbal Medicine respectively;
3. VUIM Master of Acupuncture students (currently enrolled) and graduates who are interested in enrolling in the Master of Acupuncture and Herbal Medicine program.

Under the following conditions, advanced standing may be recognized after completion of a full transcript review (challenge exams or masters level course enrollment may be required):

1. Non VUIM master's degree graduate prospective students interested in Professional Doctor completion program enrollment, who completed their degree more than five years ago, and who can substantiate active practice since graduation with a copy of their professional acupuncture license;
2. Non VUIM master's degree graduate prospective students interested in Professional Doctor completion program enrollment, who completed their degree less than five years ago;
3. Former VUIM students who previously completed courses and withdrew from a program before completing a degree, more than five years ago.

Residency Requirement – Given the maximum allowable transfer of credit/exemption, students are thus expected to complete at least 50% of their enrolled curriculum at VUIM.

Transferability of Credit earned at VUIM is always up to the receiving institution unless a pre-established transfer of credit policy exists with a specific institution.

III. Student Services and Resources

A. Student Services

The Director of Students Affairs assists students directly or through referral to members of the VUIM team and 3rd parties. Student services include but are not limited to letters of recommendation, explanation of policies and procedures relating to student records, admission policies, evaluation & credentials, transfer of credit, publication of class schedules and approval of academic petitions. Many of these activities will be done with or through the Academic Dean and other administrative staff.

Student Visas

VUIM does offer I-20/visa services and does vouch for Student status. Please contact the Office of Admissions for more information.

Housing

VUIM does not have dormitory facilities under its control. The University has no responsibility to find or assist in finding housing. The Academic Advisor may provide guidance on housing in the area.

Student Advising

Virginia University of Integrative Medicine offers a credentialed and course qualified academic advisor for each program of study, and a student contact during by any method will elicit a response from the advisor within a reasonable timeline. Students may use the contact information below to contact his/her academic advisor:

All Programs
– Academic Advisor
awei@vuim.edu

Student contact information: Students should provide updates to the university about any changes to their contact information in a timely manner to ensure communications are received. Students may submit updates to the academic advisor at any time. In addition, and in accordance with best practices and accreditation standards, VUIM requests that students provide updated physical address, personal email and personal phone records annually. Each year, the academic advisor sends an email to all students requesting that they review their profile information and provide updates if needed.

Study Groups

Study groups can be very valuable in the learning process. They can provide support, discipline, and ready feedback. Study groups are most effective for discussing the material before class, discussing concepts after class, outlining, and reviewing practice exams. The exchange of ideas in the intimate environment of a small group of peers clarifies complex concepts. People learn in different ways and at different rates. School studies groups help develop the collaborative skills needed to succeed in practice. Students are encouraged to create and coordinate their own study groups during their time at the University.

Registrar

The Registrar is a critical role at VUIM, supporting both individual students and the University by maintaining student and alumni records, enrollment policies, managing the registration process each term, and processing academic transcript requests among many others. A complete list of all the policies associated with this office can be found in the section, Student Resources and Services Policies. The Registrar can be reached at registrar@vuim.edu.

Accessibility of Facilities

VUIM provides accessible wheelchairs, assigned parking spaces for people with disabilities. An elevator is also available to access the second and third floors (VA campus). The VUIM clinic and administrative office are all located in an accessible location.

B. Tuition, Fees, and Financial Aid

1. List of Tuition and Fees

TUITION

TUITION PER DIDACTIC QUARTER CREDIT (MAc, MAcHM & CCHM PROGRAMS)	\$350 per credit
TUITION PER CLINICAL HOUR (Masters)	\$490 per credit
TUITION PER CREDIT HOUR (DAc. & DAcHM PROGRAMS)	\$350 per credit
DAOM PROGRAM	
TUITION PER CREDIT HOUR (ALL DAOM COURSES)	\$300 per credit

ONE-TIME FEES (NON-REFUNDABLE)

APPLICATION FEE FOR ADMISSIONS	\$125
INTERNATIONAL STUDENTS: SUPPLEMENTAL APPLICATION FEE	\$75
TUITION DEPOSIT (A TUITION DEPOSIT IS REQUIRED FROM ALL STUDENTS WHO ARE ADMITTED TO A PROGRAM TO SECURE A SPACE IN THE CLASS)	\$400
STUDENT KEYCARD	\$10
TRANSFER/EXEMPTION CREDIT EVALUATION FEE	\$400
FOREIGN TRANSCRIPT TRANSLATION FEE	\$75
FOREIGN TRANSCRIPT EVALUATION FEE	\$330
GRADUATION FEE (MAc, MAcHM, DAOM)	\$350
GRADUATION FEE (CCHM, DAc, DAcHM)	\$100
GRADUATION EXAM FEE	\$200

RECURRING FEES (NON-REFUNDABLE)

REGISTRATION FEE (Masters/DAC, DACHM)	\$80 per quarter
REGISTRATION FEE (DAOM)	\$100 per quarter
INTERNSHIP FEE (INTERNS ONLY)	\$100 per quarter
MALPRACTICE INSURANCE FEE (THIS FEE WILL BE AUTOMATICALLY CHARGED TO STUDENTS WHEN THEY REGISTER FOR THEIR FIRST CLINICAL COURSE.)	\$400
MALPRACTICE INSURANCE EXTENSION FEE (one-time fee, for any extension beyond the expected time frame to complete the program)	\$100

QUARTERLY TUITION PAYMENT PLAN (NON-REFUNDABLE)

THE PAYMENT PLAN ALLOWS THE STUDENT TO DIVIDE THE TOTAL TUITION AND FEES FOR EACH QUARTER INTO 2 PAYMENTS. THE FIRST PAYMENT IS DUE BY THE PAYMENT DUE DATE. THE REMAINING PAYMENT IS DUE WITHIN 30 DAYS. ALL FEES ARE DUE AT TIME OF INITIAL PAYMENT. LATE PAYMENTS ON THIS PLAN WILL INCUR ADDITIONAL FEES.

SETUP FEE	\$40
LATE FEE FOR PAYMENT PLANS (PAYABLE IF A PAYMENT MADE UNDER THE PAYMENT PLAN AFTER THE DUE DATE.)	\$50

LATE FEES AND PENALTIES (NON-REFUNDABLE)

LATE REGISTRATION FEE (PAYABLE WHEN A STUDENT DOES NOT SUBMIT THEIR REGISTRATION FORM AND PAY THEIR REGISTRATION FEE BEFORE THE DUE DATE EACH TERM. FEE DOES NOT APPLY TO NEW STUDENTS.)	\$225 per quarter
LATE TUITION PAYMENT PENALTY (A ONE TIME FEE FOR ALL STUDENTS WHO DO NOT PAY THEIR TUITION BY THE DEADLINE EACH TERM. PAYMENT PLAN REQUESTS MUST BE SUBMITTED BEFORE THE DUE DATE TO AVOID THIS FEE.)	\$200
COURSE WITHDRAWAL FEE (PAYABLE IF A STUDENT WITHDRAWS FROM A COURSE AFTER ADD/DROP PERIOD OF THE QUARTER.)	\$75 per course
LATE ADD FEE (PAYABLE FOR EACH COURSE ADDED AFTER THE ADD/DROP PERIOD. STUDENTS WILL ONLY BE PERMITTED TO ADD A COURSE LATE UNTIL THE END OF THE SECOND WEEK OF CLASS.)	\$50 per course

OTHER FEES (NON-REFUNDABLE)

STUDENT IDENTIFICATION CARD	\$10
STUDENT ID (REPLACEMENTS)	\$15
COURSE CHALLENGE EXAM FEE (PER EXAM)	\$125
CLINIC EXAM RETAKE FEE	\$25 per exam
Graduation EXAM RETAKE FEE	\$50 per exam
COURSE AUDIT FEE	\$80 per Credit
OFFICIAL TRANSCRIPTS	\$20
DIPLOMA (REPLACEMENT)	\$60
RETURNED CHECK	\$35
EXPRESS MAIL (DOMESTIC)	\$35
EXPRESS MAIL (FOREIGN)	\$75
LIBRARY FEES (ALL FEES FOR LATE RETURNS, LOST BOOKS, PRINT AND COPY SERVICES ARE DETAILED IN THE LIBRARY MANUAL. FINES AND PENALTIES MUST BE PAID PRIOR TO REGISTRATION.)	Varies
I-20 REISSUE FEE	\$10

Credit Card Processing Convenience Fees

Students acknowledge that any tuition, fees, or other payments made via credit card will be subject to a credit card processing convenience fee. The applicable fees are as follows:

- Visa/Mastercard/American Express (AMEX): 3.5% of the total transaction amount

These fees are charged by the payment processor and are non-refundable. Students may avoid this fee by choosing an alternative payment method, such as ACH transfers, checks, or cash payments.

By proceeding with a credit card payment, the student agrees to the applicable processing fee and understands that this charge is separate from the tuition and other school-related fees.

2. Costs Not Covered in Tuition and Fees

Tuition does not cover the cost of books and materials. Please note that the costs associated with books and materials will vary by individual and program. Borrowing and renting textbooks are great options and some options are made available directly from the LMS system, Populi. In addition, because we use an online learning management system, all programs require students to have computer and Internet access, which is not covered by tuition.

3. Financial Aid at VUIM

All financial aid programs administered by VUIM will be managed in accordance with the guidelines and criteria applicable to the program requirements as detailed in federal legislation, regulation, and other official guidance from the U.S. Department of Education (ED). At the graduate level, financial aid consists of institutional and third-party scholarships and Title IV loans. The Financial Aid Office is responsible for making and coordinating financial aid awards at VUIM. Financial Aid is awarded based on the student's eligibility for the aid program(s), demonstrated need and/or student's request, as well as academic achievements. A student's Unsubsidized Direct Loan or a PLUS Loan borrower's loan amount may not exceed the student's cost of attendance (COA) when considering all other aid to be received.

All financial aid applicants must be admitted to VUIM prior to the award of any financial aid. VUIM requires all students who wish to receive Title IV funds to submit an institutional financial aid application form in addition to the federally required FAFSA application. The completion and execution of the institutional application form is regarded as the student's confirmation and acknowledgment of their receipt and understanding of the requirements for receiving federal financial aid through Title IV funds. The submission and execution of the institutional application form is also an acknowledgment by the student that the information they have provided for financial aid is true and correct to the best of their knowledge.

a. Verification

Based on the information the student has submitted via FAFSA, a student's Institutional Student Information Record (ISIR) may be selected for verification. Verification is a process that the US Department of Education uses to substantiate the financial aid application information (FAFSA) submitted by students.

If a student is chosen for verification, the Financial Aid Office will provide notice to the student of what they need to bring in and the applicable verification deadline by email. A student selected for verification should complete the verification process within 7 business days to avoid delays in funding, but no later than by the deadlines posted for that award year by the U.S. Department of Education in the Federal Register, i.e., the earlier of 120 days after the student's last date of attendance for the current award year or the stated date within the Federal Register. VUIM will not award or disburse Federal Student Aid (FSA) until the verification process is complete. Failure to complete the verification process by the deadline may result in a student not being eligible for FSA, in which case the student will need other means to pay for courses.

b. Award Notification

A notification of award (i.e., an award letter) or award changes resulting from verification will be provided to the student along with any pertinent documents/information related to the specific awards of Financial Aid. Generally, this will be by e-mail, but may also be by paper correspondence or by messaging/notification on the institution's student information system's student access portal. One or more of these are also the methods that will be used to inform students of changes to their authorized award amounts and other matters related to the awards.

c. Cancelling an Award

If financial aid students want to cancel or reduce the amount of aid, they must communicate their request to the Financial Aid Office in writing at least one week before the anticipated disbursement date. If there is no appropriate notification, aid will be disbursed as scheduled.

By submitting the institutional Financial Aid application, the student agrees to notify the Financial Aid Office of any changes in financial circumstances, including receipt of additional aid from other sources. The Financial Aid Office reserves the right, on behalf of VUIM, to review, revise, or cancel an award at any time due to changes in the recipient's financial status, academic standing, academic program, residency status, or outside financial aid awards, in accordance with applicable legislation, regulation, and/or institutional policies.

Students receiving financial assistance through the Title IV Federal Financial Aid Program are expected to enroll as at least half-time student status, at least 6 credits per quarter for master's degrees, and at least 3 credits per quarter for Doctoral. Students enrolling less than full-time must notify the Financial Aid Office in advance so that their aid amount is properly awarded. If a financial aid student ceases to be enrolled, drops below half-time, or graduates from the program, all loan funds for future disbursement will be canceled. Financial Aid students who want to withdraw from school or from all courses for the term are required to notify the Financial Aid Office and may be required to repay all or a portion of the funds awarded for the applicable term of study.

4. How to Apply for Financial Aid

To apply for Federal Financial Aid, students must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students will create an FSA ID, which gives access to Federal Student Aid's online systems and can serve as a legal signature. Materials required to complete the FAFSA include federal tax returns, Social Security number, bank statements, investment records, and VUIM's school code (042395).

Once students' FAFSAs are processed by the Department of Education, they will receive a Student Aid Report (SAR) that will indicate their expected family contribution (EFC). The EFC is used to determine a student's eligibility for need-based aid. This is determined by subtracting the EFC from the Cost of Attendance (COA). The COA is an estimate of expenses that includes tuition and fees, books and supplies, transportation, room and board, and personal expenses for the student's period of enrollment.

Once the Financial Aid Office receives a student's SAR from the Department of Education, an award offer will be emailed indicating the types and amounts of financial aid for which the student qualifies. Students will need to accept or decline the award offer and submit it to the Financial Aid Office. Financial aid funds more than tuition and fees will be mailed, by check, to the student within 14 days of disbursement if the student is eligible.

5. Eligibility Requirements

To qualify for Federal Financial Aid a student must:

- Be a U.S. Citizen or eligible noncitizen
- Be currently enrolled for at least six (6) credits/half-time within an eligible degree or certificate program
- Have a high school diploma, GED, or equivalent
- Not be in default on any student loans or owe a refund on any grant under the Title IV federal student aid programs
- Be registered with Selective Service if a male between the ages of 18-25
- Not be ineligible due to drug conviction
- Not have borrowed more than the annual or aggregate Direct Federal Stafford Loan limits
- Maintain Satisfactory Academic Progress

6. Loan Types

a. Federal Direct Stafford Unsubsidized Loans

The Federal Direct Stafford Unsubsidized Loan is a non-need-based loan. If students qualify for an unsubsidized loan, they can receive up to \$20,500 per year (Current maximum allowed). They will be charged interest from the time the loan is disbursed until it is paid in full. Students can choose to pay the

interest while they are in school, or have the interest added to the principal of the loan. Published current interest rates are available online at www.studentaid.ed.gov.

b. Alternative Loans

Alternative loans are available to students who need additional assistance with their educational expenses or do not qualify for Stafford loan funds. With an alternative loan, a student can receive up to the cost of attendance, less other financial aid. Students should inquire with their banking institutions.

7. VUIM Scholarships

VUIM offers three unique scholarships, one for new and two for currently enrolled students. Each scholarship has been designed to help support student enrollment and ultimately the achievement of their degree.

a. Entrance

This award is available to admitted applicants who are new to the University. New students will be required to submit a one-page essay, expressing why they believe they should be awarded as well as an application. If interested in applying, contact the Financial Aid Officer or go to <https://www.vuim.edu/financial-aid/scholarships/> to download the application. The deadline to apply is 2 weeks prior to the start of the upcoming quarter. Up to five new students are awarded each quarter.

b. Academic

This award is available to current students who are enrolled full-time, taking at least 12 credits or more per term who have a CGPA of 3.7 or higher. Students are required to submit the application and a one-page essay, answering the question, "What have you learned while studying at VUIM"? If interested in applying, contact the Financial Aid Officer or go to <https://www.vuim.edu/financial-aid/scholarships/> to download the application. The deadline to apply is 2 weeks prior to the start of the quarter.

Up to eight students are awarded each quarter. Students are eligible to receive this award no more than four times throughout the life of their enrollment at VUIM.

c. President's

This award is available to current students who are enrolled full-time, taking at least 12 credits or more per quarter. The award is given to the student with the highest CGPA for each SAP section. Only one student from each SAP section will receive this award each quarter.

*VUIM scholarships can only be applied to tuition and fees associated with enrollment. No awards are given in the form of cash. In general, students must be in good academic and financial standing to be eligible for any VUIM scholarship.

8. External Scholarships

Scholarships may exist outside of the Institution and Federal Financial Aid. These awards are funded by various organizations, affiliations, groups, etc. If you are considering other forms of aid, including scholarships outside of VUIM, please go to www.fastweb.com for a comprehensive list of what may be available. In addition, feel free to search the internet, as well as connect with any other group or organization that you are affiliated with to inquire about scholarships that they may offer.

If you are awarded a scholarship from an external group, please work with the Financial Aid Officer to coordinate payment.

C. Library Information

The University recognizes a library to be a vital part of a student's education and an important element in the overall effectiveness of the University. The VUIM Library offers an excellent collection of research and learning materials, covering Acupuncture and Herbal Medicine and allied health subjects. Our Library holdings consist of a core collection of books, periodicals, and media resources. Additionally, the Library has an excellent collection of Korean and Chinese language materials. The VUIM library collections include over 1,600 items in our collection, along with access to thousands of online resources available via our library web guides.

Students, faculty, and staff have access to materials related directly to the VUIM curriculum, as well as coverage in the general areas of Chinese and Western Medicine. The library provides access to both print resources and e-resources. The library has visual materials which include flashcards and models (body skeletons, acupuncture body models, etc.), charts, DVDs, videos, tapes, etc.

VUIM encourages students to pursue the knowledge and resources available in the fields of Herbal medicine, acupuncture, Herbology, and Western medicine. Our Library catalog and web pages are

available 24/7 and provide links to major Herbal Medicine and health-related resources. Our library is conveniently housed on-site and available to students, faculty, and the VUIM community. A Library Policy Handbook will be available on the library web pages and at orientation.

The library's online public access catalog (OPAC) found at <http://opac.libraryworld.com>, extends the school's operation. The OPAC enables researchers to review the school's book and journal inventory (including e-journals and e-books). OPAC users can create reading lists (bibliographies) and conduct subject, title, author, or call number (shelf-browse) searches. The OPAC posts direct links to additional open-access books and journals, and database links. The library's OPAC can be accessed from smartphones at www.libraryworld.com/mobile. Apps are available for the iPhone, iPad, and Android.

Additionally, the web-based library guide can be found at <http://www.netvibes.com/VUIMlib>. This web resource provides links to VUIM's EBSCO database subscriptions, as well as relevant research databases and websites for open access e-resources, together with links to associations and organizations in the field of herbal medicine. The guide also provides helpful information on citation structure and information literacy.

D. Veterans Affairs

"This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency." VUIM provides prospective veteran students with access to a School Certifying Official (SCO) who can assist students with answering questions about their benefits and eligibility. Veterans interested in receiving VA benefits while enrolled should bring their certificate of eligibility to the Financial Aid Officer.

E. Career Services

The Career Services office provides employment assistance to degree graduates. The services provided include:

- Maintenance of a Job Board
- Occasional workshops in resume writing, interview techniques, and cover letter writing.

Job Placement is not offered; however, job search assistance is offered to all degree graduates upon request. All VUIM programs are designed to prepare students to be effective licensed practitioners of Acupuncture and Herbal Medicine – Graduates have found employment at Hospitals, private clinics, and other Universities. Employment is not guaranteed, and students are encouraged to become active participants in their job search and ready to secure employment opportunities as they arise.

F. Alumni Services and Continuing Education

The Alumni Services office, including continuing education, provides graduates with a point of contact for reconnection. We offer low-cost continuing education courses to alumni and the public annually.

G. Student Services and Resources Policies

See VUIM Student Handbook: Student Services and Resources Policies for further details.

1. Code of Conduct

The Office of Student Affairs, through its primary staff member the Academic Dean, is responsible for administering the Student Code of Conduct. The Academic Dean may establish or amend procedural regulations governing the handling of disciplinary matters, and these regulations may be published online, in print, or by other reasonable means of notification. The Academic Dean (or designee) has authority for any interpretation of the Student Code of Conduct and/or accompanying procedures as deemed necessary.

The university may initiate conduct proceedings with a student whose behavior does not conform to established standards regardless of whether such conduct occurred on or off campus. This includes times when classes are not in session such as summer and breaks. Being under the influence of alcohol or drugs, or both, or the existence of other mental impairment, does not alter the fact or excuse behavior that constitutes a violation of the Student Code of Conduct. The Student Code of Conduct is applicable immediately after a student is enrolled at VUIM throughout his/her entire matriculation.

The Student Code of Conduct is applicable to guests of students as well, and VUIM student hosts are accountable for the misconduct of their guests.

The university may initiate a complaint, serve as complainant, and initiate conduct proceedings against a student at any time, even in the absence of a formal complaint by an alleged victim of misconduct.

For student conduct matters, VUIM electronic mail (email) is the official method of communication and notification from university officials to members of the student body. As university students are responsible for viewing their email every day, all conduct notifications will be electronically communicated. Failure to check email or open communications sent will not serve as justification for missed meetings and incompleteness of deadlines or sanctions.

Conduct proceedings are internal to the university and are not an extension of any external conduct system. University conduct procedures are fundamentally fair to students but are notably different from those used in a civil or criminal proceeding. In addition, the university may initiate conduct proceedings with a student regardless of pending civil or criminal action involving the same or a different set of factual circumstances. University conduct action may proceed before, simultaneous with, or after external investigative or judicial action, and university action is not bound, impeded, or otherwise affected by any action taken by external authorities.

At VUIM, the functions of the chief hearing officer are exercised by the Academic Dean. The function of the Academic Dean may be delegated to designees who are members of the university administration and who shall exercise the necessary functions on behalf of the Academic Dean. All references to Academic Dean in these procedures include such designees. University conduct outcomes are determined by a preponderance of the evidence that it is more likely or more likely than not that a conduct violation occurred.

Students with complaints involving sexual misconduct and other forms of discriminatory harassment are encouraged to report their concerns to the university's Title IX Coordinator. Please refer to the Sexual Misconduct Policy section of this catalog for comprehensive policies and procedures including definitions, the complaint policy, and the appeals process.

Academic Integrity

VUIM exercises a zero-tolerance policy with respect to violations of academic integrity.

1. Violations of Academic Integrity include all forms of academic misconduct including but not limited to plagiarism, cheating, fabrication, falsification, multiple submissions, complicity, abuse, and misuse of computer access, violating academic rules set by the course instructors or by the school, and facilitating academic dishonesty. Refer to VUIM's Academic Integrity and Plagiarism course (AIP101) content for what qualifies as Academic misconduct and plagiarism.
2. Obstruction or disruption of teaching, research, administration disciplinary procedures, or other University activities.
3. Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance explicitly permitted

by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether it was the student or someone else who prepared the notes or recordings.

4. Copying for any commercial purpose handouts, readers, or other course materials provided by an instructor as part of a university course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

In cases of academic integrity, the Academic Dean is the primary authority. When an alleged violation of this aspect of the code of conduct occurs, the Academic Dean will investigate. If the investigation shows that the alleged violation did in fact occur, then the Academic Dean, in coordination with the faculty member, will determine the appropriate sanctions. The Academic Dean may consult with any member of the senior leadership team for guidance.

Sanctions for academic integrity violations will include but are not limited to the following:

Course Level

- A) Requested resubmission of work; B) Failed Assignment; C) Failed Course

Institutional Level

- D) Suspension from the program; E) Dismissal from the program and institution

As with the general guidelines of the code of conduct policy, repeated violations will lead to progressive discipline, up to and including dismissal from the program and institution.

Students Rights

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;

4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

2. FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

These rights include:

1. The right to review and inspect his or her own education records. An eligible student has the right to inspect and review the student’s education records within 45 days after the day Virginia University of Integrative Medicine (the “university”) receives a request for access. A student should submit to the registrar, academic dean, or other appropriate university records custodian a written request that identifies the record(s) the student wishes to inspect. The appropriate records custodian will decide on access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the records custodian to whom the request was submitted, that person shall advise the student of the correct records custodian to whom the request should be addressed.
2. The right to request an amendment of the education record. An eligible student has the right to

seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask the university to amend a record should write the records custodian responsible for the record, clearly identify the part of the record the student wants to be changed and specify why it should be changed.
 - The university will, within a reasonable time after receiving the request, decide whether to amend the record as requested.
 - If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before personally identifiable information is disclosed, except when FERPA authorizes disclosure without consent. An eligible student has the right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university may, and from time to time does, disclose education records without a student's prior written consent when authorized by FERPA, including to university officials whom the university has determined to have legitimate educational interests. VUIM defines "university officials" and "legitimate educational interests" as follows:

- "University officials" include (a) persons employed by VUIM in an administrative, supervisory, academic, research, or clerical or support staff position (including but not limited to law enforcement unit personnel, attorneys, counselors, and health staff); (b) persons serving on the board of trustees; or (c) persons (including students) serving on an official university committee, such as a disciplinary or grievance committee.
 - A university official also may include a volunteer, contractor, consultant or other party outside of VUIM (i) who performs an institutional service or function for which the university would otherwise use its own employees, (ii) who is under the direct control of the university with respect to the use and maintenance of education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks, and (iii) who is subject to the obligation not to disclose PII from any education record without the prior written consent of the student.
 - "Legitimate educational interests" include performing a task or engaging in an activity related to (i) one's regular duties or professional responsibilities, (ii) a student's education, (iii) the discipline of a student, (iv) a service to or benefit for a student, (v) measures to support student success, and (vi) the safety and security of the campus.
4. The right to file a complaint. An eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by VUIM to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

When does FERPA permit disclosure of personally identifiable information (PII) without student consent?

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to university officials (as defined above), disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

The university may disclose PII from the education records without obtaining the prior written consent of an eligible student —

- To other university officials whom the university has determined to have legitimate educational interests, as described above under paragraph 3. This includes contractors, consultants, volunteers, or other parties to whom the university has outsourced institutional services or functions, provided that certain conditions are met. (§99.31(a)(1))
- To officials of another university where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To certain state and local officials or authorities when authorized by state statute in certain cases. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the university, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- When it is information, the university has designated it as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the public, the results of a disciplinary proceeding, subject to the requirements of §99.39, if the university determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the university’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the university determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

Directory Information

Institutions may disclose a student’s “Directory Information” without their consent, and without violating FERPA if the student has not restricted their personal information. VUIM considers the following to be “Directory Information”:

- Name
- Email address

- Address (local & home)
- Telephone number (any listed)
- College/school & curriculum
- Enrollment status & credit hours
- Dates of attendance
- Classification
- Receipt or non-receipt of degree
- Academic awards received
- Participation in officially recognized activities
- Sports photograph(s)
- Position, weight, and height in athletics

Process

Request to Restrict Directory Information

While attending VUIM, students may request to restrict the release of their Directory Information except to university officials with a legitimate educational interest, as outlined in item 3 above. To restrict all information, a signed and dated request must be made in writing to the School Registrar. Should the student graduate or otherwise leave the university, this restriction will remain in place until the student requests for it to be removed.

Note: Once a student's record has been made confidential, no information can be shared about the individual without the student's written consent. In such a case, problems may occur thereafter when potential employers or other parties make inquiries about the student.

3. Financial Aid

All financial aid applicants must be admitted to VUIM prior to the award of any financial aid. VUIM requires all students who wish to receive Title IV funds to submit an institutional financial aid application form in addition to the federally required FAFSA documentation. The completion and execution of the institutional application form is regarded as the student's confirmation and acknowledgement of their receipt and understanding of the requirements for receiving federal financial aid through Title IV funds. The submission and execution of the institutional application form is also an acknowledgement by the student that the information they have provided for financial aid is true and correct to the best of their knowledge.

Based on the information the student has submitted via the FAFSA, a student's Institutional Student Information Record (ISIR) may be selected for verification. Verification is a process that the US Department of Education requires for certain students in which the student must present documentation to substantiate their financial aid application (FAFSA). If a student is chosen for verification, the Financial Aid Office will provide notice to the student of what they need to bring in and the applicable verification deadline. A student selected for verification must complete the verification process. If the student fails to correct his/her ISIR advised by the financial aid office and/or bring the required documentation, financial aid may not be awarded or disbursed.

A notification of award (i.e., an award letter) or award changes resulting from verification will be provided to the student along with any pertinent documents/information related to the specific awards of Financial Aid. Generally, this will be by e-mail, but may also be by paper correspondence or by messaging/notification on the institution's student information system's student access portal. One or more of these are also the methods that will be used to inform students of changes to their authorized award amounts and other matters related to the awards.

If financial aid students want to cancel or reduce the amount of aid, they must communicate their desire with the Financial Aid Office in writing at least one week before the anticipated disbursement date. If there is no appropriate notification, aid will be disbursed as scheduled.

By submitting the institutional Financial Aid application, the student agrees to notify the Financial Aid Office of any changes in financial circumstances, including receipt of additional aid from other sources. The Financial Aid Office reserves the right, on behalf of VUIM, to review, revise, or cancel an award at any time due to changes in the recipient's financial status, academic standing, academic program, residency status, or outside financial aid awards, in accordance with applicable legislation, regulation, and/or institutional policies.

Students receiving financial assistance through the Title IV Federal Financial Aid Program are expected to enroll as at least half-time student status. Students enrolling less than full-time must notify the Financial Aid Office in advance so that their aid amount is properly awarded. If a financial aid student ceases to be enrolled, drops below half-time, or graduates from the program, all loan funds for future disbursement will be canceled. Financial Aid students who want to withdraw from school or from all courses for the term are required to notify the Financial Aid Office and may be required to repay all or a portion of the funds awarded for the applicable term of study.

4. Return to Title IV Funds (R2T4)

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply. Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Academic Dean and Registrar of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Registrar must begin the withdrawal process.

For unofficial withdrawals, a student's withdrawal date at the Virginia University of Integrative Medicine is the student's last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period, the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. The percentage of the payment period completed is calculated by the days completed in the payment period as of the withdrawal date divided by the scheduled days in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible. If there are current educational costs still due to the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

- 1.**Unsubsidized Direct Loan
- 2.**Subsidized Direct Loan Federal Perkins Loan
- 3.**Direct PLUS Loan (Graduate Student) Direct PLUS Loan (Parent)
- 4.**Federal Pell Grant FSEOG
- 5.**Teach Grant
- 6.**Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

5. Tuition and Refunds

Full payment of tuition and fees is due by the payment due date, which is posted each quarter on the Academic Calendar. Payments may be made in cash, check or by credit card. All Tuition and fees owed must be paid in full before registering for the following quarter unless other arrangements have been made with the Registrar. All Tuition and fees owed must be paid in full before registering for the following quarter unless other arrangements have been made with the Registrar. For any course added after the registration deadline and prior to the end of the add/drop period for the quarter: tuition and fees are due within 48 hours of registration into the course. If the tuition payment deadline falls on a weekend or holiday, the payment will be accepted without penalty if payment is received by the end of the following business day. Courses for which tuition and fees are unpaid at that time will be dropped.

No student, except a recipient of Title IV grant or loan funds or any individual who is entitled to educational assistance under Chapter 31 or 33 of Section 3679 of Title 38, United States Code, can participate in any class without full payment of tuition or an agreed upon payment plan. A payment plan is offered to students who are in good financial standing with the University. Students should not send cash through the mail.

VUIM will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that an individual who is entitled to educational assistance under Chapter 31 or 33 of Section 3679 of title 38, United States Code, borrow additional funds, because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of Section 3679 of title 38, United States Code.

However, to be acknowledged as a Chapter 31 or 33 educational assistance recipient, the individual must submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education and provide additional information necessary to properly certify enrollment and registration with VUIM. In addition, the individual must pay the amount that cannot be certified to be covered by the VA educational benefit disbursement.

An individual who is eligible for Title IV funding and planning to pay his/her tuition and fees with Financial Aid must complete the Financial Aid Application process on time to register and attend classes without paying the owed amount out of pocket. But if there is any remaining financial obligation over the net loan amount scheduled to be disbursed for the quarter, the student must pay the difference by the payment due date, to attend the quarter.

a. Tuition Payment Plans

The payment plan allows the student to divide the total tuition for each quarter into 2 payments. The first payment is due as specified in the agreement, as the tuition payment due date. The remaining payment is due within 30 days. The setup fee is due at the time of initial payment.

This is the only payment plan currently available. Late payments on this plan will incur additional fees. Students may pay by cash, check, money order, or credit card.

b. Late Payments and Courses Added or Dropped After the Add & Drop Period

Payments received after the payment due date are considered late and subject to a late tuition payment fee (by term). Courses added during the late registration period are subject to late fees.

c. Unpaid Tuition

Students who do not pay tuition by the payment due date each term will receive a reminder notification by email before the term begins. If a student has not paid tuition and does not set up an alternative payment arrangement with the finance team before the end of add/drop for the term, they will be suspended.

Suspension results in a registration lock from the Learning Management System, Populi. If tuition remains unpaid, students will have a financial hold placed on their student account preventing them from adding classes in the future or obtaining an academic transcript.

The Registrar will enforce the administrative registration lock at the end of add/drop each term.

This does not apply to students who have applied for federal financial aid or specific VA benefits that pay VUIM directly and are awaiting incoming payments.

d. Course Cancellation (Drop)

If a cancellation of registration is submitted prior to the end of business hours of the day before the first day of instruction for the first of one or more classes in which the student is enrolled (hereafter, first day of instruction) a full refund of tuition and fees (other than the Application Fee, and Registration Fee that are nonrefundable).

e. Cancellation and Refund Policy

Students have the right to cancel the Enrollment Agreement up to the first day of instruction by

submitting the VUIM Enrollment Agreement Cancellation Form to the Registrar. This will allow the student to receive a refund of all fees paid, less the total for non-refundable fees. Other forms of notice such as phone calls, E-mail, verbal comments, or failure to attend classes, do not constitute cancellation.

f. Withdrawal

Students wishing to withdraw from individual classes after the beginning of class must complete an Add/Drop Form, which must be approved by the Academic Dean and Registrar. Students should never assume their class will be dropped automatically or by someone else. There are no refunds for books or other supplies. Tuition refund policies also apply to any student who may be dismissed from the program by the administration. The tuition refund for any given course, quarter or special session is based on the tuition refund policy schedule. Please note that the following is the minimum refund policy pursuant to 8 VAC 40-31-160 (N) of the Virginia Administrative Code and federal financial aid guidelines.

g. Tuition Refunds (Regular Quarter – Winter, Spring, Summer, Fall)

Tuition refunds will be determined as follows:

- | | |
|---|-------------------------|
| • During the Add/Drop Period | Full Tuition Refund |
| • Withdrawal during 25% of the period | 50% of the program cost |
| • After completing 25%, but less than 50% | 25% of the program cost |
| • Completing 50% or more | No Refund |

If the University cancels a registered course, you will be entitled to receive a full tuition refund for the canceled course. You may be entitled to a refund if the new class carries fewer credits, or you may owe the University money if the new class carries more credits if you replace the dropped or canceled class with another class for a different number of credits.

No tuition refunds are permitted during the intensive term. The intensive term refers to the three (3) week period between regular quarters (Winter, Spring, Summer, Fall).

h. Tuition Refunds for a Recipient of Title IV Grant or Loan Funds

If a recipient of Title IV grant or loan funds withdraws from all classes on or after the first day of the quarter, the Financial Aid Office must calculate the amount of financial aid the recipient earned prior to withdrawing based on the Return of Title IV Fund Policy. Any Title IV aid received more than the earned amount is considered unearned. Unearned aid must be returned to the respective Federal Aid program. If returned to a loan program, the outstanding balance of the financial aid recipient will be reduced by the amount of the return.

Earned Aid is determined by taking the number of days attended divided by the total number of days in the quarter. If a financial aid recipient withdraws after the 60% point of the quarter, there are no unearned funds. The calculation of the Return of Title IV aid only applies to recipients who withdraw prior to the 60% point of the quarter. And this does not apply to financial aid recipients who cancel their registration prior to the first day of classes or to recipients who drop some but not all their classes.

The return of aid calculated is charged to the recipients' school account and this balance must be paid by the recipient. Because the tuition refund will be less than the total return of aid amount in most cases, a financial aid recipient is responsible for paying the difference between the tuition refund and the return of aid amount when he/she withdraws from school or from all courses for the term.

i. Disbursement of Tuition Refunds

All tuition refunds (including Federal Financial Aid) will be disbursed through the University's main office by direct deposit, unless the refund recipient requests a paper check in writing. In such cases, the recipient must provide in writing a current mailing address, or other address to which the refund should be sent.

Overpayment of tuition refunds must be requested and will be made within 45 calendar days of the students' withdrawal date.

j. Limitation on Cost

The University makes every effort to avoid increases and to keep costs to a necessary minimum. Normally, tuition and fee changes are announced at least one full quarter before becoming effective. Since the economy does not stay constant and generally taxes and managing costs increase, rather than decrease, the University reserves the right to change tuition and fees, when necessary, without notice.

6. Enrollment Status

a. Master's Programs (Mac, MAcHM)

- **Full-time**

Any student enrolled in a minimum of 12 quarter credits. Students cannot enroll in more than 20 quarter credits without the approval of the Academic Dean.

- **Part-time**

Any student enrolled in at least 6 but less than 11.99 quarter credits.

b. Doctoral Programs (DAc, DAcHM, DAOM)

- **Full-time**

Any student enrolled in a minimum of 12 quarter credits. Students cannot enroll in more than 20 quarter credits without the approval of the Academic Dean.

- **Part-time**

Any student enrolled in at least 6 but less than 11.99 quarter credits.

c. Doctoral Completion Programs (DAc Completion, DAcHM Completion)

- **Full-time**

Any student enrolled in a minimum of 6 quarter credits.

- **Part-time**

Any student enrolled in at least 3 but less than 5.99 quarter credits.

* Note: International students on F-1 visa are required to take full course load of 12 quarter credits during ALL registered quarters. For any questions or issues related to immigration status, please consult with Designated School Official, Byung Kim – bkim@vuim.edu.

7. Leave of Absence

A leave of absence refers to a specific period during a student's ongoing program of study when they are not in academic attendance, enrolled in courses. It does not include non-attendance for a scheduled break in a student's program.

A non-international student is permitted to take one Leave of Absence during any twelve (12) month period and cannot exceed one hundred and eighty (180) days, including the Summer Quarter. The twelve-month period will begin on the first day of the student's approved Leave of Absence.

If a student fails to request and be approved for leave of absence, they will be considered inactive after two terms (180 days) and will be administratively withdrawn. A student who is administratively withdrawn from their program will be required to re-apply, fulfilling all admissions requirements at that time. Their re-admission is not guaranteed.

International Students:

International students (holding F-1 visas) may request a limited LOA after completing one year of academic coursework. Students must be in good academic and financial standing. Students must file a Leave of Absence Request Form and obtain approval. Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed ninety (90) days, including Summer Quarter. The twelve-month period will begin on the first day of the students' approved Leave of Absence.

Administrative Withdrawal for Failure to Return:

Non-international students who fail to return after 180 days of LOA will be administratively withdrawn and required to re-apply, fulfilling all admissions requirements at that time. Re-admission is not guaranteed.

International students who fail to return after 90 days of LOA will be administratively withdrawn and required to re-apply, fulfilling all admissions requirements at that time. Re-admission is not guaranteed.

8. Withdrawal from a Course

Students may request permission from the Academic Dean and Registrar to withdraw from a course or courses after the add/drop deadline, until week six for the course(s) in question - whichever is sooner. When Thanksgiving or other university holidays conflict with this deadline, course withdrawal requests must be submitted by the last class/business day of that same week. All approved course withdrawals will result in a W (withdrawal) grade being posted to the transcript. Students wishing to withdraw from individual classes after the beginning of class must complete an Add/Drop Form and submit it to the registrar to request a withdrawal.

Students should never assume their class will be dropped automatically or by someone else. There are no refunds for books or other supplies. Tuition refund policies also apply to any student who may be dismissed from the program by the administration. The tuition refund for any given course, quarter or special session is based on the tuition refund policy schedule. Please note that the following is the minimum refund policy pursuant to 8 VAC 40-31-160 (N) of the Virginia Administrative Code and federal financial aid guidelines.

9. Withdrawal from a Program

Withdrawal prior to Matriculation

If a new student fails to enroll by the end of the 1st week of the subsequent quarter, the student will be designated as having withdrawn their application to the program. The application is administratively withdrawn, and the student must re-apply, meeting all admissions standards at that time.

Withdrawal post Matriculation

If a student wishes to formally withdraw from the program, the student is encouraged to meet with the Academic Advisor first and the Registrar to complete the Withdrawal form. There may be financial consequences associated with withdrawal post-matriculation. Please see the tuition refund policy for more information or contact financial aid.

10. Satisfactory Academic Progress (SAP)

To determine satisfactory progress for all programs, a student's cumulative grade point average (CGPA) and completion rate will be evaluated at the end of every quarter after grades are posted, approximately 5 business days after the end of the quarter.

The minimum cumulative grade point average (CGPA) and completion rate required for the DAOM program is as follows:

Minimum Percentage of Term Cumulative Credit Hours Completed that were attempted	Minimum CGPA
80%	3.0

The minimum cumulative grade point average (CGPA) and completion rate required for all master's and Professional Doctor programs are as follows:

Cumulative Earned Credit	Minimum Percentage of Term Cumulative Credit Hours Completed that were attempted	Minimum CGPA
1 – 45.99 Quarter Credits	67%	2.0
46 – 90.99 Quarter Credits	67%	2.5
91 – 130.99 Quarter Credits	67%	2.7
131+ Quarter Credits	67%	3.0

Maximum Time Frame

Students are expected to complete the requirements for their program in the scheduled time frame, not to exceed 2 times the standard length of time required to complete the program. In some cases, when a student is not using federal financial aid, an extension can be made.

Satisfactory Academic Progress: Warning (Step 1)

If the student has not earned the minimum CGPA and/or has earned less than the minimum percentage of cumulative credit hours completed that were attempted as described in the chart above, he or she will be notified in writing by the Academic Advisor and placed on Academic Warning.

Satisfactory Academic Progress: Probation (Step 2) and Academic Plans

If a student fails to achieve satisfactory progress for a second consecutive term, they will be placed on Academic Probation. A student who has been placed on Academic Probation must submit an appeal along with an academic plan for improvement to be considered for continued enrollment. If an appeal is not submitted or is not approved the student will be dismissed from the program and required to re-apply, meeting all admissions standards at that time.

Satisfactory Academic Progress: Appeals and Academic Plans

A student may appeal to the University's determination of Academic Probation due to failure to re-establish satisfactory progress by the end of the warning period to the Academic Advisor, based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received within 48 hours of notification.

The appeal must contain, 1) an explanation of why the student failed to meet the SAP standards; 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards; and 3) An academic plan. Supporting documentation should be submitted if possible.

The Academic Advisor, in consultation with the Academic Dean and Financial Aid Officer will review the information submitted in the context of the student's entire academic record and notify the student of their decision within 48 hours. This decision is final. If the appeal is granted, then the student will remain on probation for the quarter.

- The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (2 times the program length) and with the required CGPA for graduation.

At the end of the probationary quarter, the student's progress will be evaluated against the SAP standards, inclusive of the academic plan. If the student is meeting the SAP standards, they will be eligible to remain in school and be removed from academic probation. In all subsequent quarters the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the SAP standard at the end of the probationary quarter, the student may be dismissed. If the student has made progress, but is not yet meeting the academic standards, an appeal may be submitted. All subsequent appeals must show academic progress to be approved. There is no

limitation on the number of appeals, however, students will not be permitted to continue enrollment indefinitely while on probation.

Procedure for Re-Establishing Satisfactory Academic Progress

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be notified and removed from Academic Warning.

A student who files an appeal and is placed on Probation and re-establishes SAP at the end of the Probation period will be notified and removed from Probation.

11. Add/Drop

During the first week of each quarter, students may add or drop classes. After the add/drop period concludes, all actions to discontinue coursework will be considered a withdrawal. Withdrawals are recorded on the student's transcript as a grade of "W". Students will be assessed a withdrawal fee.

12. Auditing Courses

Enrolled Students who do not wish to earn credit may be permitted to register for audit under the following condition: that they meet enrollment requirements (including pre-requisite requirements), the course was previously taken for credit (either at VUIM or at another school where transfer credit has been approved) pay the regular audit and registration fee, obtain the consent of the Registrar, audit only courses for which there are adequate classroom facilities.

Regular Audit Students are required to pay the audit fee and register according to the standard registration guidelines of the institution. Regular Audit students may attend class. However, enrolled students who have previously paid tuition for a course and completed the course for credit, may be permitted to audit that course at no charge. In this case, only recordings will be provided. Recording-only audit students DO NOT pay an audit fee and are NOT added to the class roster. Students must request access to the recording after week one (1) of the term, email registrar@vuim.edu.

Clinical courses do not accept any auditing students.

13. Independent Study

Students are eligible to take courses that exist within the academic catalog as independent study under the following circumstances:

- The student has less than 8 didactic credits to complete their program and the course is not offered in the current registration period; The course requested does not include a lab; The course is not a clinic course; The student is in good academic and financial standing at the time of request

A \$100 fee will be charged for each approved independent study request. This fee is in addition to the regular tuition and fees associated with quarterly enrollment.

14. Military Tuition Relief, Refund, and Reinstatement

Students who are called to active duty or are mobilized, meaning serving in the uniformed services, as described in this policy may request any of the following options:

1. To be withdrawn from the college after the census date, the student may elect to be deleted from the registration file and be awarded a full refund;
2. Or to receive an incomplete grade (“I”) until released from active duty (for reservists) or mobilization (for active military personnel). All course requirements shall be completed within one year from the date of release from active duty or mobilization;
3. Or to be administratively withdrawn with no refund and assigned a grade of “W”.

In some instances, if a student has met attendance requirements to date and is in the final two weeks of class, the student may be given the option of taking their final examinations prior to regularly scheduled times as an exception.

This policy also applies to refunds of Miscellaneous Education fees, other general program fees and deposits.

VUIM will provide, at the option of the student, refunds of deposits and any previously paid tuition and fees to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

Federal Financial Aid and VA benefits: For students receiving Title IV or VA benefit funds, financial aid recovery will be subject to requirements for return of Title IV funds to the federal government and VA benefits, respectively.

Reinstatement: Students who are called to active duty or are mobilized will be provided a reasonable opportunity to be reinstated in the same program of study without having to re-apply for admission if they return to VUIM after a cumulative absence of not more than five (5) years so long as the student provides notice of intent to return to the institution at least three (3) years following the completion of the period of service. No additional fees will be charged upon reinstatement.

Deferral: Students who are called to active duty or are mobilized may defer their admission to the program they were admitted to for up to five (5) years. In this case, unless the student notifies the office of admissions in writing that they do not intend to return, the student will be held in deferment for five

(5) years and then withdrawn if no further communication is received. Official documents will be kept in the students' permanent record in the event of future return beyond five (5) years. This policy supersedes the general policy on admissions decision deferral.

Program discontinuation: If the program for which the student was admitted at the time of required military service is discontinued, the student will first be admitted into the current equivalent program. If no such program exists, any program for which they are qualified and interested in may be substituted for admission. Curricular changes are made in the interest of best serving students, thus, if minor curricular changes have been made to the students' program, the student will be expected to complete the program as it exists upon their return.

Upon return from required military service, our admissions and academic advising staff will be available to assist the student in determining the best course of enrollment action. A student who would like to transfer to a program other than what they had been previously admitted, if they are eligible, will be permitted to do so.

Process

Students who are presented with active-duty service requirements while enrolled should contact the Financial Aid Officer, at financialaid@vuim.edu as soon as possible to initiate the process. The Financial Aid office will ensure proper coordination of any adjustments, refunds, or status updates.

IV. Academic Programs

- Master of Science in Acupuncture and Herbal Medicine (MAcHM)
- Master of Science in Acupuncture (MAc)
- Doctor of Acupuncture and Herbal Medicine (DAcHM)
 - DAcHM Completion track
- Doctor of Acupuncture (DAc)
 - DAc Completion track
- Doctor of Acupuncture and Oriental Medicine (DAOM)
- Graduate Certificate in Chinese Herbal Medicine (CCHM)

A. Master of Science in Acupuncture and Herbal Medicine (MAcHM)

1. Program Description

The Master of Science in Acupuncture and Herbal Medicine (MAcHM) requires 222 quarter credits (2,990 hours) including 990 hours of Clinical training to complete the program. The normal program length of MAcHM is 4 years. MAcHM program was created to educate students in Acupuncture and Herbal Medicine while providing our populations and their surrounding areas with the best alternative medicine treatments. Students are provided with a solid foundation in the principles of Herbal Medicine as well as Western Allopathic Medicine. The MAcHM program includes an extensive study of diagnostics, methods of treatment, acupuncture, and Chinese Herbology. The program is specifically designed to prepare students to sit for the NCCAOM licensure examination in Oriental Medicine Certification and provide the necessary skills to practice safely and skillfully.

MAcHM program is offered in three different languages: English, Korean, and Chinese. For the courses in different languages, only the teaching method is different: the course objective, learning outcome, study outline, and course evaluation are same as courses in English.

2. Program Purpose and Goals

The purpose of the Master of Science in Acupuncture and Herbal Medicine at VUIM is to provide comprehensive training in acupuncture and Chinese herbal medicine, developing independent practitioners who utilize a full spectrum of traditional East Asian medical modalities and various contemporary integrative healthcare practices.

The goal of the Master of Science in Acupuncture and Herbal Medicine program at VUIM is to advance

students' proficiency in acupuncture and Chinese herbal medicine, facilitate comprehensive patient assessments, and foster the integration of these treatment modalities into diverse healthcare settings to support a holistic approach to patient care.

Program Outcomes

1. Formulate disease prevention strategies utilizing a justified etiology of disease from an Acupuncture and Herbal Medicine perspective.
2. Develop Acupuncture and Herbal Medicine treatment principles and strategies that are logically supported by an Acupuncture and Herbal Medicine diagnosis and actionable through Acupuncture and Herbal Medicine modalities.
3. Formulate patient diagnoses and develop treatment plans based on the Four Pillars of Diagnosis.
4. Create acupuncture and herbal treatment prescriptions along with supplemental modality treatment plans that are logically supported by Medicine treatment principles.
5. Administer a treatment plan during the clinical encounter.
6. Recognize situations and symptoms which necessitate the need for referral to an appropriate health care professional and perform needed actions in such contexts.
7. Communicate in a professional manner with patients, teachers, and other qualified complementary healthcare professionals.
8. Maintain and exhibit the highest personal and professional ethical standards.

The MAcHM program differs from other traditional master's programs where the normal time to earn the degree is 2 years. The MAcHM, which is accredited by ACAHM, has unique characteristics that require 4 years of program study: 2 years of upper-level courses (also called major courses) in undergraduate and 2 years of graduate level courses.

3. Graduation Requirements

General graduation requirements are as follows:

1. Satisfactory completion of all required course work and clinical hours in accordance with the Residency Requirement
2. Minimum cumulative GPA of 3.0
3. Satisfactory passing of Graduation Examination
4. Passing of Phase Exams (each before entry of observation, intern level 1, 2, 3), among other requirements including First aid and Cardio-Pulmonary Resuscitation (CPR) certification
5. Annual training of Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA)
6. Complete the program within two times the published program length.
7. Meet all financial obligations to the University

A student must satisfy degree requirements, as outlined in the catalog in effect at the time of enrollment at Virginia University of Integrative Medicine as a degree program student, unless the student interrupts his/her program. It may become necessary to satisfy the program requirements as outlined in the catalog in effect at the time the student re-enters as a student.

4. Adherence to Academic Policies, Procedures, and Processes

All students enrolled at VUIM are required to comply with all the academic policies, procedures, and processes as described in this catalog.

5. License Requirements

The design and structure of the programs offered by the Virginia University of Integrative Medicine are in accordance with guidelines and requirements established by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), the State Council of Higher Education in Virginia (SCHEV), and the Commonwealth of Virginia. Students with plans to practice Acupuncture in other states and locales are advised to review the licensure requirements for those states to determine if appropriate academic qualifications are being met for professional practice. The requirements to be licensed may vary in each state.

To be eligible for licensure as a Licensed Acupuncturist in Virginia, an acupuncture practitioner must have graduated from a school sanctioned by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) and have passed exams required by the National Certification Commission for Acupuncture and Herbal Medicine (NCCAHM). To sit for the NCCAHM exams, students must complete a course of study that includes graduation from an ACAHM-accredited school. VUIM (accredited by ACAHM) requires all students to pass a Comprehensive Graduation Examination during the final stage of their studies, which includes questions from four modules: Traditional Chinese Medicine Theory, Acupuncture, Herbology, and Western Medicine. Successful completion of the Comprehensive Graduation Exams, in addition to successful completion of coursework at VUIM, allows the student to graduate, sit for NCCAOM exams, and apply for licensure in Virginia.

6. Course Numbering System

Section

OM	Oriental Medicine	TB	Mind Body Exercise
AC	Acupuncture	EL	Elective
HB	Herbology	CO	Clinical Observation
WM	Bio Medical Science	CI	Clinical Internship
ME	Management and Ethics	CS	Clinical Case Study

Number

300 – 400 Undergraduate Level Courses

500 – 600 Graduate Level Courses

- Courses taught in Korean language have course number ending with ‘K’
- Courses taught in Chinese language have course number ending with ‘C’

7. Program Curriculum

	Credits	Hours	Lecture Hours	Lab Hours
Oriental Medicine	34	350	330	20
Acupuncture	35	420	280	140
Herbology	47	470	470	0
Bio Medical Science	50	520	480	40
Management & Ethics	10	100	100	0
Mind Body Exercise	2	30	10	20
Electives	11	110	110	0
Clinical Internship	33	990		
Total	222	2,990	1,780	220

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Oriental Medicine (34 Credits, 350 Hours)</i>							
OM301	History of Eastern Medicine	4	40	4	40	0	0
OM302	Basic Theory of Oriental Medicine I	4	40	4	40	0	0
OM303	Basic Theory of Oriental Medicine II	4	40	4	40	0	0
OM310	Oriental Medicine Diagnosis I	3	40	2	20	1	20
OM312	Oriental Medicine Diagnosis II	4	40	4	40	0	0
OM430	Internal Medicine I	4	40	4	40	0	0
OM440	Internal Medicine II	4	40	4	40	0	0
OM450	Internal Medicine III: Chinese Herbal Medicine	4	40	4	40	0	0
OM460	Oriental Medicine Specialty Topics	3	30	3	30	0	0

ACADEMIC CATALOG 2024-2025

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Acupuncture (35 Credits, 420 Hours)</i>							
AC300	Acupuncture Channels & Points I: Channel Theory	3	30	3	30	0	0
AC310	Acupuncture Channels & Points II: Point Location A	3	40	2	20	1	20
AC320	Acupuncture Channels & Points III: Point Location B	3	40	2	20	1	20
AC330	Acupuncture Channels & Points IV: Point Functions A	4	40	4	40	0	0
AC340	Acupuncture Channels & Points V: Point Functions B	4	40	4	40	0	0
AC390	Acupuncture Treatment Planning	4	40	4	40	0	0
AC410	Introduction to Clinical Techniques	3	40	2	20	1	20
AC420	Advanced Clinical Techniques	3	40	2	20	1	20
AC430	Acupuncture Microsystems	3	40	2	20	1	20
AC460	Tui Na I: Basic Techniques	2	30	1	10	1	20
AC510	Treatment of Orthopedic Disorders	3	40	2	20	1	20

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Biomedicine (50 Credits, 520 Hours)</i>							
WM300	Western Medical Terminology	3	30	3	30	0	0
WM301	Biology, Biochemistry, and Nutrition	2	20	2	20	0	0
WM340	Anatomy & Physiology I	3	30	3	40	0	0
WM350	Anatomy & Physiology II	3	30	3	40	0	0
WM360	Anatomy & Physiology III	3	30	3	40	0	0
WM400	Research Methodologies	3	30	3	30	0	0
WM410	Pathophysiology I	4	40	4	40	0	0
WM420	Pathophysiology II	4	40	4	40	0	0
WM450	Western Physical Exam and Assessment	3	40	2	20	1	20
WM480	Orthopedic & Neurologic Evaluation	3	40	2	20	1	20
WM500	Microbiology & Infectious Diseases	3	30	3	30	0	0
WM510	Western Internal Medicine I	3	30	3	30	0	0
WM520	Western Internal Medicine II	3	30	3	30	0	0

WM530	Western Internal Medicine III	3	30	3	30	0	0
WM550	Red Flags & Emergency Management	3	30	3	30	0	0
WM610	Fundamentals of Pharmacology & Biophysics	2	20	2	20	0	0
WM620	Western Medical Diagnostic Tests	2	20	2	20	0	0

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Management & Ethics (10 Credits, 100 Hours)</i>							
ME311	Practice Management & Billing	2	20	2	20	0	0
ME410	Medical Ethics & Legalities	2	20	2	20	0	0
ME420	Clinical Communication I	3	30	3	30	0	0
ME520	Clinical Communication II	3	30	3	30	0	0
<i>Mind Body Exercise (2 Credits, 30 Hours)</i>							
TB300	Qi Gong	1	15	.5	5	.5	10
TB301	Tai Ji Quan	1	15	.5	5	.5	10

				Lecture		Lab	
Course Title	Credits	Hours	Credits	Hours	Credits	Hours	
<i>Electives (Choose 11 credits)</i>				ACADEMIC CATALOG 2024-2025			
EL310	Tui-Na II: Advanced Techniques	2	30	1	10	1	20
EL390	Advanced Mind-Body Exercises and Prescriptions	2	30	1	10	1	20
EL400	SaAm Acupuncture	3	30	3	30	0	0
EL401	Internal Medicine for Acupuncture	4	40	4	40	0	0
EL410	Dong Ui Bo Gam	3	30	3	30	0	0
EL420	Sa-sang Constitutional Medicine	4	40	4	40	0	0
EL430	Jin Gui Yao Lue Golden Cabinet	3	30	3	30	0	0
EL440	Wen Bing Warm Disease	3	30	3	30	0	0
EL500	Master Tung's Acupuncture	3	30	3	30	0	0
EL501	Special Topics in Acupuncture	4	40	4	40	0	0
EL510	Yellow Emperor's Classic	4	40	4	40	0	0
EL600	Comprehensive Review of Biomedical Science	4	40	4	40	0	0
EL601	Comprehensive Review of Acupuncture	4	40	4	40	0	0
EL602	Comprehensive Review of Herbology	4	40	4	40	0	0
EL610	Comprehensive Review of Oriental Medicine	4	40	4	40	0	0
<i>Clinical Internship (33 Credits, 990 Hours)</i>							
CO450	Introduction to Clinical Observation	0.5	15				
CO510	Clinical Observation I	3	90				
CO520	Clinical Observation II	1.5	45				
CI510	Clinic Internship 1	7.5	225				
CS510	Case Study Intensive Level 1	0.5	15				
CI520	Clinic Internship 2	4.5	135				
CS520	Case Study Intensive Level 2	0.5	15				
CI530	Clinic Internship 3	4.5	135				
CS530	Case Study Intensive Level 3	0.5	15				
CI540	Clinic Internship 4	4.5	135				
CS540	Case Study Intensive Level 4	0.5	15				
CI550	Clinic Internship 5	4.5	135				
CS550	Case Study Intensive Level 5	0.5	15				

				Lecture		Lab	
Course #	Course Title	Credits	Hours	Credits	Hours	Credits	Hours
<i>Herbology (47 Credits, 470 Hours)</i>							
HB310	Herbology I	4	40	4	40	0	0
OM320	Eastern Nutrition	3	30	3	30	0	0
HB400	Special Topics in Herbal Medicine	4	40	3	30	0	0
HB410	Herbology II	4	40	4	40	0	0
HB420	Herbology III	4	40	4	40	0	0
HB430	Herbology IV	4	40	4	40	0	0
HB440	Herbs: Formulas I	4	40	4	40	0	0
HB510	Herbs: Formulas II	4	40	4	40	0	0
HB520	Herbs: Formulas III	4	40	4	40	0	0
HB530	Herbs: Formulas IV	4	40	4	40	0	0
HB540	Shang Han Lun Cold Damage	4	40	4	40	0	0
HB550	Herbal Medicine Advanced Formula Study	4	40	4	40	0	0

8. Sample Class and Clinic Schedule by Term

See catalog addendum, [course map](#).

For additional details on course progression and recommended courses each term, please contact admissions or academic advising.

B. Master of Science in Acupuncture (MAc)

1. Program Description

The Master of Science in Acupuncture (MAc) requires 159 quarter credits (2,160 hours) including 690 hours of Clinical training to complete the program. The normal program length of MAc is 3 years. MAc program is part of MAcHM program that focuses on knowledge and experience in Acupuncture only. MAc program was created to educate students in Acupuncture while providing the population of Northern Virginia and its surrounding areas with the best alternative medicine treatments. Students are provided a solid foundation in the principles of Acupuncture as well as Western Allopathic Medicine. The Acupuncture program includes an extensive study of diagnostics, methods of treatment, acupuncture, and ethical management. The program is specifically designed to prepare students to sit for the NCCAOM licensure examination in Acupuncture Certification and provide the necessary skills to practice safely and skillfully. MAc program is offered in three different languages: English, Korean, and Chinese.

For the courses in different languages, only the teaching method is different: The course objective, learning outcome, study outline, and course evaluation are same as courses in English. Upon approval of the Registrar, students have the option to take individual courses through the different program languages offered.

2. Program Purpose and Goals

The purpose of the Master of Science in Acupuncture at VUIM is to provide comprehensive education in foundational acupuncture techniques and diagnostics, preparing students to become skilled practitioners capable of effectively integrating acupuncture across various healthcare environments.

The goal of the Master of Science in Acupuncture program at VUIM is to develop students' expertise in acupuncture techniques and diagnostics, ensure thorough patient assessments, and foster integration into diverse healthcare settings, emphasizing a holistic approach to acupuncture care.

Program Outcomes

1. Formulate disease prevention strategies utilizing a justified etiology of disease from an Acupuncture perspective.
2. Develop Acupuncture treatment principles and strategies that are logically supported by an Acupuncture diagnosis and actionable through Acupuncture modalities.

3. Formulate patient diagnoses and develop treatment plans based on the Four Pillars of Diagnosis.
4. Create acupuncture treatment prescriptions along with supplemental modality treatment plans that are logically supported by Acupuncture treatment principles.
5. Administer a treatment plan during the clinical encounter.
6. Recognize situations and symptoms which necessitate the need for referral to an appropriate health care professional and perform needed actions in such contexts.
7. Communicate in a professional manner with patients, teachers, and other qualified complementary healthcare professionals.
8. Maintain and exhibit the highest personal and professional ethical standards.

3. Graduation Requirements

General graduation requirements are as follows:

1. Satisfactory completion of all required course work and clinical hours in accordance with the Residency Requirement.
2. Minimum cumulative GPA of 3.0.
3. Satisfactory passing of Graduation Examination.
4. Passing of Phase Exams (each before entry of observation, intern level 1, 2, 3), among other requirements including First aid and Cardio-Pulmonary Resuscitation (CPR) certification.
5. Annual training of Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA).
6. Complete the program within two times the published program length.
7. Meet all financial obligations to the University.

A student must satisfy degree requirements, as outlined in the catalog in effect at the time of enrollment at Virginia University of Integrative Medicine as a degree program student, unless the student interrupts his/her program. It may become necessary to satisfy the program requirements as outlined in the catalog in effect at the time the student re-enters as a student.

4. Adherence to Academic Policies, Procedures, and Processes

All students enrolled at VUIM are required to comply with all the academic policies, procedures, and processes as described in this catalog.

5. License Requirements

The design and structure of the programs offered by the Virginia University of Integrative Medicine are in accordance with guidelines and requirements established by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), the State Council of Higher Education in Virginia (SCHEV), and the Commonwealth of Virginia. Students with plans to practice Acupuncture in other states and locales are advised to review the licensure requirements for those states to determine if appropriate academic qualifications are being met for professional practice. The requirements to be licensed may vary in each state.

To be eligible for licensure as a Licensed Acupuncturist in Virginia, an acupuncture practitioner must have graduated from a school sanctioned by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) and have passed exams required by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). To sit for the NCCAOM exams, students must complete a course of study that includes graduation from an ACAHM-accredited school. VUIM (accredited by ACAHM) requires all students to pass a Comprehensive Graduation Examination during the final stage of their studies, which includes questions from four modules: Traditional Chinese Medicine Theory, Acupuncture, Herbology, and Western Medicine. Successful completion of the Comprehensive Graduation Exams, in addition to successful completion of coursework at VUIM, allows the student to graduate, sit for NCCAOM exams, and apply for licensure in Virginia. The requirements to be licensed may vary in each state.

6. Course Numbering System

Section

OM	Oriental Medicine	TB	Mind Body Exercise
AC	Acupuncture	EL	Elective
		CO	Clinical Observation
WM	Bio Medical Science	CI	Clinical Internship
ME	Management and Ethics	CS	Clinical Case Study

Number

300 – 400 Undergraduate Level Courses

500 – 600 Graduate Level Courses

- **Courses taught in Korean language have course number ending with ‘K’**
- **Courses taught in Chinese language have course number ending with ‘C’**

7. Program Curriculum

	Credits	Hours	Lecture Hours	Lab Hours
Oriental Medicine	33	340	320	20
Acupuncture	35	420	280	140
Bio Medical Science	50	520	480	40
Management & Ethics	10	100	100	0
Mind Body Exercise	2	30	10	20
Electives	6	60	60	0
Clinical Internship	23	690	-	-
Total	159	2,160	1,250	220

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Oriental Medicine (33 Credits, 340 Hours)</i>							
OM301	History of Eastern Medicine	4	40	4	40	0	0
OM302	Basic Theory of Oriental Medicine I	4	40	4	40	0	0
OM303	Basic Theory of Oriental Medicine II	4	40	4	40	0	0
OM310	Oriental Medicine Diagnosis I	3	40	2	20	1	20
OM312	Oriental Medicine Diagnosis II	4	40	4	40	0	0
OM320	Eastern Nutrition	3	30	3	30	0	0
OM430	Internal Medicine I	4	40	4	40	0	0
OM440	Internal Medicine II	4	40	4	40	0	0
OM460	Oriental Medicine Specialty Topics	3	30	3	30	0	0

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Acupuncture (35 Credits, 420 Hours)</i>							
AC300	Acupuncture Channels & Points I: Channel Theory	3	30	3	30	0	0
AC310	Acupuncture Channels & Points II: Point Location A	3	40	2	20	1	20
AC320	Acupuncture Channels & Points III: Point Location B	3	40	2	20	1	20
AC330	Acupuncture Channels & Points IV: Point Functions A	4	40	4	40	0	0
AC340	Acupuncture Channels & Points V: Point Functions B	4	40	4	40	0	0
AC390	Acupuncture Treatment Planning	4	40	4	40	0	0
AC410	Introduction to Clinical Techniques	3	40	2	20	1	20
AC420	Advanced Clinical Techniques	3	40	2	20	1	20
AC430	Acupuncture Microsystems	3	40	2	20	1	20
AC460	Tui Na I: Basic Techniques	2	30	1	10	1	20
AC510	Treatment of Orthopedic Disorders	3	40	2	20	1	20
<i>Biomedicine (50 Credits, 520 Hours)</i>							
WM300	Western Medical Terminology	3	30	3	30	0	0
WM301	Biology, Biochemistry, and Nutrition	2	20	2	20	0	0
WM340	Anatomy & Physiology I	3	30	3	40	0	0
WM350	Anatomy & Physiology II	3	30	3	40	0	0
WM360	Anatomy & Physiology III	3	30	3	40	0	0
WM400	Research Methodologies	3	30	3	30	0	0
WM410	Pathophysiology I	4	40	4	40	0	0
WM420	Pathophysiology II	4	40	4	40	0	0
WM450	Western Physical Exam and Assessment	3	40	2	20	1	20
WM480	Orthopedic & Neurologic Evaluation	3	40	2	20	1	20
WM500	Microbiology & Infectious Diseases	3	30	3	30	0	0
WM510	Western Internal Medicine I	3	30	3	30	0	0
WM520	Western Internal Medicine II	3	30	3	30	0	0
WM530	Western Internal Medicine III	3	30	3	30	0	0
WM550	Red Flags & Emergency Management	3	30	3	30	0	0
WM610	Fundamentals of Pharmacology & Biophysics	2	20	2	20	0	0
WM620	Western Medical Diagnostic Tests	2	20	2	20	0	0

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Management & Ethics (10 Credits, 100 Hours)</i>							
ME311	Practice Management & Billing	2	20	2	20	0	0
ME410	Medical Ethics & Legalities	2	20	2	20	0	0
ME420	Clinical Communication I	3	30	3	30	0	0
ME520	Clinical Communication II	3	30	3	30	0	0
<i>Mind Body Exercise (2 Credits, 30 Hours)</i>							
TB300	Qi Gong	1	15	.5	5	.5	10
TB301	Tai Ji Quan	1	15	.5	5	.5	10
<i>Electives (Choose 6 credits)</i>							
EL310	Tui-Na II: Advanced Techniques	2	30	1	10	1	20
EL390	Advanced Mind-Body Exercises and Prescriptions	2	30	1	10	1	20
EL400	SaAm Acupuncture	3	30	3	30	0	0
EL500	Master Tung's Acupuncture	3	30	3	30	0	0
EL510	Yellow Emperor's Classic	4	40	4	40	0	0
<i>Clinical Internship (23 Credits, 690 Hours)</i>							
CO450	Introduction to Clinical Observation	0.5	15				
CO510	Clinical Observation I	3	90				
CO520	Clinical Observation II	1.5	45				
CI510	Clinic Internship 1	7.5	225				
CS510	Case Study Intensive Level 1	0.5	15				
CI520	Clinic Internship 2	4.5	135				
CS520	Case Study Intensive Level 2	0.5	15				
CI530	Clinic Internship 3	4.5	135				
CS530	Case Study Intensive Level 3	0.5	15				

8. Sample Class and Clinic Schedule by Term

See catalog addendum, [course map](#).

For additional details on course progression and recommended courses each term, please contact admissions or academic advising.

C. Doctoral Program in Acupuncture and Herbal Medicine (DAcHM)

The Doctoral Program in Acupuncture and Herbal Medicine (DAcHM) program is to foster competent acupuncture practitioners through advanced studies above the master's level. To serve this purpose, VUIM sets forth the following goals for these Doctoral programs:

- To offer advanced education in acupuncture beyond the master's level
- To graduate healthcare professionals with clinical skills, specialization, and collaboration competence
- To prepare healthcare professionals for active contributions to the community through acupuncture practice

These Doctoral programs consist of two levels: The Foundational level and the Advanced level. The foundational level for Professional Doctorate in Acupuncture with a Chinese herbal medicine specialization is the Master of Science in Acupuncture with an Herbal Medicine specialization. The MAcHM degree program includes extensive study of diagnostics, methods of treatment, acupuncture, and/or Herbology.

At the foundational stage, students are equipped with the following knowledge and skills:

- Foundational AOM Knowledge
- Critical Thinking/Professional Judgment
- History Taking and Physical Examination
- Diagnosis
- Case Management
- AOM Treatment
- Emergency Care
- Education and Communication
- Ethics and Practice Management

At the advanced stage, students are equipped with the following knowledge and skills:

- Mastery of advanced Diagnostic skills
- Familiarization with the contemporary patient care system
- Involvement in collaborative care
- Formulating and implementing plans for individual professional development

- Incorporating scholarship, research, and Evidence-Based Medicine/Evidence-Informed Practice into patient care

The learning outcomes laid out in the program curriculum are built by the following guidelines:

- The foundational level curriculum is the same as the Masters, but the contents of the added classes are distinguishable from the master’s level
- Advanced class materials are delivered in an integrative approach, straddling Eastern and Western medicines
- Clinical medicine classes focus on medical subjects with different diagnosis skills and treatment modalities
- Didactic courses are taught by subject experts and delivered in a content-based fashion
- The upper level of clinical training accommodates student’s areas of interest, leading to specialty development

The advanced courses cover a wide range such as clinical advancement, research, clinical medicine, and clinical training including specialty development and Preceptorship. Each serves one or more educational competency. Altogether, student’s learning outcomes are aligned with the program purpose and goals. Below is an alignment matrix employed in curriculum design to ensure that each group’s content matches desired program learning outcomes.

	Clinical Advancement	Professional Advancement	Clinical Medicine	Clinical Training
Advancement of knowledge and skills of advanced diagnosis	X		X	X
Advancement of knowledge and skills related to biomedicine	X		X	X
Development of ability to practice with integrative medicine	X	X	X	X
Development of ability to apply various modalities to clinical cases			X	X
Development of ability to collaborate with healthcare professionals		X	X	

Development of ability to synthesize medical information for clinical use		X	X	
---	--	---	---	--

1. Program Description

The length of the Professional Doctorate program in Acupuncture with an Herbal Medicine specialization (DAcHM) is four (4) academic years in length. The program consists of three (4) years of foundational studies in the MAcHM program and additional studies of advanced courses. The program is composed of 2,170 didactic/lab hours and 1,120 clinical training hours.

2. Program Purpose and Goals

The purpose of the Doctor of Acupuncture and Herbal Medicine (DAcHM) program at VUIM is to cultivate highly skilled and knowledgeable practitioners by providing advanced education and specialized training in acupuncture and herbal medicine above the master’s level, integrating these disciplines to promote comprehensive patient care and wellness.

The goal of the Doctor of Acupuncture and Herbal Medicine (DAcHM) program at VUIM is to advance students’ proficiency in both acupuncture and herbal medicine through advanced education in core didactic and clinical areas, emphasizing clinical assessment, diagnosis, treatment planning, and the integration of these modalities into diverse healthcare settings. The program aims to develop collaborative skills, critical thinking, and research application, enhancing graduates’ ability to improve professional practice and patient care outcomes across both disciplines.

Program Outcomes

1. Formulate disease prevention strategies utilizing a justified etiology of disease from an Acupuncture and Herbal Medicine perspective.
2. Develop Oriental Medicine treatment principles and strategies that are logically supported by an Acupuncture and Herbal Medicine diagnosis and actionable through Acupuncture and Herbal Medicine modalities.
3. Formulate patient diagnoses and develop treatment plans based on the Four Pillars of Diagnosis.
4. Create acupuncture and herbal treatment prescriptions along with supplemental modality treatment plans that are logically supported by Acupuncture and Herbal Medicine treatment principles.

5. Administer a treatment plan during the clinical encounter.
6. Recognize situations and symptoms which necessitate the need for referral to an appropriate health care professional and perform needed actions in such contexts.
7. Communicate in a professional manner with patients, teachers, and other qualified complementary healthcare professionals.
8. Maintain and exhibit the highest personal and professional ethical standards.
9. Demonstrate advanced clinical skills, specialization, and collaboration competence
10. Demonstrate advanced Diagnostic skills
11. Demonstrate a knowledge of the contemporary patient care system
12. Demonstrate the ability to formulate and implement plans for individual professional development
13. Demonstrate the ability to incorporate scholarship, research, and evidence-based medicine/evidence-informed practice into patient care

3. Graduation Requirements

General graduation requirements are as follows:

1. Satisfactory completion of all required course work and clinical hours in accordance with the Residency Requirement.
2. Minimum cumulative GPA of 3.0
3. Satisfactory passing of Graduation Examination
4. Passing of Phase Exams (each before entry of observation, intern level 1, 2, 3), among other requirements including First aid and Cardio-Pulmonary Resuscitation (CPR) certification
5. Annual training of Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA).
6. Complete the program within two times the published program length.
7. Meet all financial obligations to the University

A student must satisfy degree requirements, as outlined in the catalog in effect at the time of enrollment at Virginia University of Integrative Medicine as a degree program student unless the student interrupts his/her program. It may become necessary to satisfy the program requirements as outlined in the catalog in effect at the time the student re-enters as a student.

4. Adherence to Academic Policies, Procedures, and Processes

All students enrolled at VUIM are required to comply with all the academic policies, procedures, and processes as described in this catalog.

5. License Requirements

The design and structure of the programs offered by the Virginia University of Integrative Medicine are in accordance with guidelines and requirements established by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), the State Council of Higher Education in Virginia (SCHEV), and the Commonwealth of Virginia. Students with plans to practice Acupuncture in other states and locales are advised to review the licensure requirements for those states to determine if appropriate academic qualifications are being met for professional practice. The requirements to be licensed may vary in each state.

To be eligible for licensure as a Licensed Acupuncturist in Virginia, an acupuncture practitioner must have graduated from a school sanctioned by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) and have passed exams required by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). To sit for the NCCAOM exams, students must complete a course of study that includes graduation from an ACAHM-accredited school. VUIM (accredited by ACAHM) requires all students to pass a Comprehensive Graduation Examination during the final stage of their studies, which includes questions from four modules: Traditional Chinese Medicine Theory, Acupuncture, Herbology, and Western Medicine. Successful completion of the Comprehensive Graduation Exams, in addition to successful completion of coursework at VUIM, allows the student to graduate, sit for NCCAOM exams, and apply for licensure in Virginia. The requirements to be licensed may vary in each state

6. Program Curriculum

	Credits	Hours	Lecture Hours	Lab Hours
<i>Foundational Level (MAChM)</i>				
Oriental Medicine	34	350	330	20
Acupuncture	35	420	280	140
Herbology	47	470	470	0
Bio Medical Science	50	520	480	40
Management & Ethics	10	100	100	0
Mind Body Exercise	2	30	10	20
Electives	11	110	110	0
Clinical Internship	33	990		
Sub-Total	222	2,990	1,780	220
<i>Doctor Advanced Level</i>				
Advanced Didactic	25	170	170	
Clinical Experience		130		
Total	247	3,290	1,950	220

Foundational (MAChM level) Curriculum

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Oriental Medicine (34 Credits, 350 Hours)</i>							
OM301	History of Eastern Medicine	4	40	4	40	0	0
OM302	Basic Theory of Oriental Medicine I	4	40	4	40	0	0
OM303	Basic Theory of Oriental Medicine II	4	40	4	40	0	0
OM310	Oriental Medicine Diagnosis I	3	40	2	20	1	20
OM312	Oriental Medicine Diagnosis II	4	40	4	40	0	0
OM430	Internal Medicine I	4	40	4	40	0	0
OM440	Internal Medicine II	4	40	4	40	0	0
OM450	Internal Medicine III: Chinese Herbal Medicine	4	40	4	40	0	0
OM460	Oriental Medicine Specialty Topics	3	30	3	30	0	0

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Acupuncture (35 Credits, 420 Hours)</i>							
AC300	Acupuncture Channels & Points I: Channel Theory	3	30	3	30	0	0
AC310	Acupuncture Channels & Points II: Point Location A	3	40	2	20	1	20
AC320	Acupuncture Channels & Points III: Point Location B	3	40	2	20	1	20
AC330	Acupuncture Channels & Points IV: Point Functions A	4	40	4	40	0	0
AC340	Acupuncture Channels & Points V: Point Functions B	4	40	4	40	0	0
AC390	Acupuncture Treatment Planning	4	40	4	40	0	0
AC410	Introduction to Clinical Techniques	3	40	2	20	1	20
AC420	Advanced Clinical Techniques	3	40	2	20	1	20
AC430	Acupuncture Microsystems	3	40	2	20	1	20
AC460	Tui Na I: Basic Techniques	2	30	1	10	1	20
AC510	Treatment of Orthopedic Disorders	3	40	2	20	1	20

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Herbology (47 Credits, 470 Hours)</i>							
HB310	Herbology I	4	40	4	40	0	0
OM320	Eastern Nutrition	3	30	3	30	0	0
HB400	Special Topics in Herbal Medicine	4	40	3	30	0	0
HB410	Herbology II	4	40	4	40	0	0
HB420	Herbology III	4	40	4	40	0	0
HB430	Herbology IV	4	40	4	40	0	0
HB440	Herbs: Formulas I	4	40	4	40	0	0
HB510	Herbs: Formulas II	4	40	4	40	0	0
HB520	Herbs: Formulas III	4	40	4	40	0	0
HB530	Herbs: Formulas IV	4	40	4	40	0	0
HB540	Shang Han Lun Cold Damage	4	40	4	40	0	0
HB550	Herbal Medicine Advanced Formula Study	4	40	4	40	0	0

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Biomedicine (50 Credits, 520 Hours)</i>							
WM300	Western Medical Terminology	3	30	3	30	0	0
WM301	Biology, Biochemistry, and Nutrition	2	20	2	20	0	0
WM340	Anatomy & Physiology I	3	30	3	40	0	0
WM350	Anatomy & Physiology II	3	30	3	40	0	0
WM360	Anatomy & Physiology III	3	30	3	40	0	0
WM400	Research Methodologies	3	30	3	30	0	0
WM410	Pathophysiology I	4	40	4	40	0	0
WM420	Pathophysiology II	4	40	4	40	0	0
WM450	Western Physical Exam and Assessment	3	40	2	20	1	20
WM480	Orthopedic & Neurologic Evaluation	3	40	2	20	1	20
WM500	Microbiology & Infectious Diseases	3	30	3	30	0	0
WM510	Western Internal Medicine I	3	30	3	30	0	0
WM520	Western Internal Medicine II	3	30	3	30	0	0
WM530	Western Internal Medicine III	3	30	3	30	0	0
WM550	Red Flags & Emergency Management	3	30	3	30	0	0
WM610	Fundamentals of Pharmacology & Biophysics	2	20	2	20	0	0
WM620	Western Medical Diagnostic Tests	2	20	2	20	0	0

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Management & Ethics (10 Credits, 100 Hours)</i>							
ME311	Practice Management & Billing	2	20	2	20	0	0
ME410	Medical Ethics & Legalities	2	20	2	20	0	0
ME420	Clinical Communication I	3	30	3	30	0	0
ME520	Clinical Communication II	3	30	3	30	0	0
<i>Mind Body Exercise (2 Credits, 30 Hours)</i>							
TB300	Qi Gong	1	15	.5	5	.5	10
TB301	Tai Ji Quan	1	15	.5	5	.5	10

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Electives (Choose 11 credits)</i>							
EL310	Tui-Na II: Advanced Techniques	2	30	1	10	1	20
EL390	Advanced Mind-Body Exercises and Prescriptions	2	30	1	10	1	20
EL400	SaAm Acupuncture	3	30	3	30	0	0
EL401	Internal Medicine for Acupuncture	4	40	4	40	0	0
EL410	Dong Ui Bo Gam	3	30	3	30	0	0
EL420	Sa-sang Constitutional Medicine	4	40	4	40	0	0
EL430	Jin Gui Yao Lue Golden Cabinet	3	30	3	30	0	0
EL440	Wen Bing Warm Disease	3	30	3	30	0	0
EL500	Master Tung's Acupuncture	3	30	3	30	0	0
EL501	Special Topics in Acupuncture	4	40	4	40	0	0
EL510	Yellow Emperor's Classic	4	40	4	40	0	0
EL600	Comprehensive Review of Biomedical Science	4	40	4	40	0	0
EL601	Comprehensive Review of Acupuncture	4	40	4	40	0	0
EL602	Comprehensive Review of Herbology	4	40	4	40	0	0
EL610	Comprehensive Review of Oriental Medicine	4	40	4	40	0	0
<i>Clinical Internship (33 Credits, 990 Hours)</i>							
CO450	Introduction to Clinical Observation	0.5	15				
CO510	Clinical Observation I	3	90				
CO520	Clinical Observation II	1.5	45				
CI510	Clinic Internship 1	7.5	225				
CS510	Case Study Intensive Level 1	0.5	15				
CI520	Clinic Internship 2	4.5	135				
CS520	Case Study Intensive Level 2	0.5	15				
CI530	Clinic Internship 3	4.5	135				
CS530	Case Study Intensive Level 3	0.5	15				
CI540	Clinic Internship 4	4.5	135				
CS540	Case Study Intensive Level 4	0.5	15				
CI550	Clinic Internship 5	4.5	135				
CS550	Case Study Intensive Level 5	0.5	15				

Advanced Curriculum

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Core Courses</i>							
IM600	Healthcare Systems	3	30				
IM610	Collaborative Care	3	30				
ME600	Advanced Practice Management	3	40				
<i>Special Courses (Students complete all four courses)</i>							
CM700	Cancer Care	4	50				
CM740	Mental Health and Trauma-Informed Care	4	50				
CM750	Orthopedics	4	50				
CM770	Reproductive Health	4	50				
Advanced Course Total		25	300				

7. Sample Class and Clinical Schedule by Term

Program Outline by Quarter—Doctor of Acupuncture and Herbal Medicine

See catalog addendum, [course map](#).

D. Doctoral Program in Acupuncture (DAc)

The purpose of the Doctoral Program in Acupuncture (DAc) program is to foster competent acupuncture practitioners through advanced studies above the master's level. To serve this purpose, VUIM sets forth the following goals for the Doctor of Acupuncture program:

- To offer advanced education in acupuncture beyond the master's level
- To graduate healthcare professionals with clinical skills, specialization, and collaboration competence
- To prepare healthcare professionals for active contributions to the community through acupuncture practice

The program consists of two levels: The foundational level and the advanced level. The foundational level for Doctor of Acupuncture is the Master of Science in Acupuncture. The program includes the extensive study of diagnostics, methods of treatment, acupuncture, and oriental medicine theory.

At the foundational stage, students are equipped with the following knowledge and skills:

- Foundational AOM knowledge
- Critical thinking/professional judgment
- History taking and physical examination
- Diagnosis
- Case management
- AOM treatment
- Emergency care
- Education and communication
- Ethics and practice management

At the advanced stage, students are equipped with the following knowledge and skills:

- Mastery of advanced diagnostic skills
- Familiarization with the contemporary patient care system
- Involvement in collaborative care
- Formulating and implementing plans for individual professional development
- Incorporating scholarship, research, and Evidence-Based Medicine/Evidence-Informed Practice into patient care

The learning outcomes laid out in the program curriculum are built by the following guidelines:

- The foundational level curriculum is the same as the Masters, but the contents of the added classes is distinguishable from the master’s level
- Advanced class materials are delivered in an integrative approach, straddling Eastern and Western medicines
- Clinical medicine classes focus on medical subjects with different diagnosis skills and treatment modalities
- Didactic courses are taught by subject experts and delivered in a content-based fashion
- The upper level of clinical training accommodates student’s areas of interest, leading to specialty development

The advanced courses cover a wide range such as clinical advancement, research, clinical medicine, and clinical training including specialty development and Preceptorship. Each serves one or more educational competency. Altogether, student’s learning outcomes are aligned with program purpose and goals. Below is an alignment matrix employed in curriculum design to ensure that each group’s content matches desired program learning outcomes.

	Clinical Advancement	Professional Advancement	Clinical Medicine	Clinical Training
Advancement of knowledge and skills of advanced diagnosis	X		X	X
Advancement of knowledge and skills related to biomedicine	X		X	X
Development of ability to practice with integrative medicine	X	X	X	X
Development of ability to apply various modalities to clinical cases			X	X
Development of ability to collaborate with healthcare professionals			X	
Development of ability to synthesize medical information for clinical use			X	

1. Program Description

The length of the Doctor of Acupuncture program is four (4) academic years in length. The program consists of three (3) years of foundational studies in the MAc programs and additional studies of advanced courses. The Doctor of Acupuncture program is composed of 1,640 didactic/lab hours and 820 clinical training hours.

2. Program Purpose and Goals

The purpose of the Doctor of Acupuncture (DAc) program at VUIM is to cultivate highly skilled practitioners by providing advanced education and specialized training in acupuncture above the master's level, preparing graduates to effectively integrate acupuncture into comprehensive patient care and wellness.

The goal of the Doctor of Acupuncture (DAc) program at VUIM is to advance students' proficiency in acupuncture through comprehensive education in core didactic and clinical areas, emphasizing clinical assessment, diagnosis, treatment planning, and the integration of these modalities into diverse healthcare settings. The program aims to develop collaborative skills, critical thinking, and research application, enhancing graduates' ability to improve professional practice and patient care outcomes across both disciplines.

Program Outcomes

1. Formulate disease prevention strategies utilizing a justified etiology of disease from an Acupuncture perspective.
2. Develop Acupuncture treatment principles and strategies that are logically supported by an Acupuncture diagnosis and actionable through Oriental Medical modalities.
3. Formulate patient diagnoses and develop treatment plans based on the Four Pillars of Diagnosis.
4. Create acupuncture treatment prescriptions along with supplemental modality treatment plans that are logically supported by Acupuncture treatment principles.
5. Administer a treatment plan during the clinical encounter.
6. Recognize situations and symptoms which necessitate the need for referral to an appropriate health care professional and perform needed actions in such contexts.
7. Communicate in a professional manner with patients, teachers, and other qualified complementary healthcare professionals.
8. Maintain and exhibit the highest personal and professional ethical standards.
9. Demonstrate advanced clinical skills, specialization, and collaboration competence.
10. Demonstrate advanced Diagnostic skills.

11. Demonstrate a knowledge of the contemporary patient care system.
12. Demonstrate the ability to formulate and implement plans for individual professional development.
13. Demonstrate the ability to incorporate scholarship, research, and evidence-based medicine/evidence-informed practice into patient care.

3. Graduation Requirements

General graduation requirements are as follows:

1. Satisfactory completion of all required course work and clinical hours in accordance with the Residency Requirement
2. Minimum cumulative GPA of 3.0
3. Satisfactory passing of Graduation Examination
4. Passing of Phase Exams (each before entry of observation, intern level 1, 2, 3), among other requirements including First aid and Cardio-Pulmonary Resuscitation (CPR) certification
5. Annual training of Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA)
6. Complete the program within two times the published program length
7. Meet all financial obligations to the University

A student must satisfy degree requirements, as outlined in the catalog in effect at the time of enrollment at Virginia University of Integrative Medicine as a degree program student unless the student interrupts his/her program. It may become necessary to satisfy the program requirements as outlined in the catalog in effect at the time the student re-enters as a student.

4. Adherence to Academic Policies, Procedures, and Processes

All students enrolled at VUIM are required to comply with all the academic policies, procedures, and processes as described in this catalog.

5. License Requirements

The design and structure of the programs offered by the Virginia University of Integrative Medicine are in accordance with guidelines and requirements established by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), the State Council of Higher Education in Virginia (SCHEV), and the Commonwealth of Virginia. Students with plans to practice Acupuncture in other states and locales are advised to review the licensure requirements for those states to determine if appropriate academic qualifications are being met for professional practice. The requirements to be licensed may vary in each state.

To be eligible for licensure as a Licensed Acupuncturist in Virginia, an acupuncture practitioner must have graduated from a school sanctioned by the Accreditation Commission for Acupuncture and Herbal

Medicine (ACAHM) and have passed exams required by the National Certification Commission for

Acupuncture and Oriental Medicine (NCCAOM). To sit for the NCCAOM exams, students must complete a course of study that includes graduation from an ACAHM-accredited school. VUIM (accredited by ACAHM) requires all students to pass a Comprehensive Graduation Examination during the final stage of their studies, which includes questions from four modules: Traditional Chinese Medicine Theory, Acupuncture, Herbology, and Western Medicine. Successful completion of the Comprehensive Graduation Exams, in addition to successful completion of coursework at VUIM, allows the student to graduate, sit for NCCAOM exams, and apply for licensure in Virginia. The requirements to be licensed may vary in each state.

6. Program Curriculum

	Credits	Hours	Lecture Hours	Lab Hours
<i>Foundation Level (MAc)</i>				
Oriental Medicine	33	340	320	20
Acupuncture	35	420	280	140
Bio Medical Science	50	520	480	40
Management & Ethics	10	100	100	0
Mind Body Exercise	2	30	10	20
Electives	6	60	60	0
Clinical Internship	23	690	-	-
Sub-Total	159	2,160	1,250	220
<i>Doctor Advanced Level</i>				
Advanced Didactic	25	170	170	
Clinical Experience		130		
Program Total	184	2,460	1,420	220

Foundational (MAc Level) Curriculum

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Oriental Medicine (33 Credits, 340 Hours)</i>							
OM301	History of Eastern Medicine	4	40	4	40	0	0
OM302	Basic Theory of Oriental Medicine I	4	40	4	40	0	0
OM303	Basic Theory of Oriental Medicine II	4	40	4	40	0	0
OM310	Oriental Medicine Diagnosis I	3	40	2	20	1	20
OM312	Oriental Medicine Diagnosis II	4	40	4	40	0	0
OM320	Eastern Nutrition	3	30	3	30	0	0
OM430	Internal Medicine I	4	40	4	40	0	0
OM440	Internal Medicine II	4	40	4	40	0	0
OM460	Oriental Medicine Specialty Topics	3	30	3	30	0	0

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Acupuncture (35 Credits, 420 Hours)</i>							
AC300	Acupuncture Channels & Points I: Channel Theory	3	30	3	30	0	0
AC310	Acupuncture Channels & Points II: Point Location A	3	40	2	20	1	20
AC320	Acupuncture Channels & Points III: Point Location B	3	40	2	20	1	20
AC330	Acupuncture Channels & Points IV: Point Functions A	4	40	4	40	0	0
AC340	Acupuncture Channels & Points V: Point Functions B	4	40	4	40	0	0
AC390	Acupuncture Treatment Planning	4	40	4	40	0	0
AC410	Introduction to Clinical Techniques	3	40	2	20	1	20
AC420	Advanced Clinical Techniques	3	40	2	20	1	20
AC430	Acupuncture Microsystems	3	40	2	20	1	20
AC460	Tui Na I: Basic Techniques	2	30	1	10	1	20
AC510	Treatment of Orthopedic Disorders	3	40	2	20	1	20
<i>Biomedicine (50 Credits, 520 Hours)</i>							
WM300	Western Medical Terminology	3	30	3	30	0	0
WM301	Biology, Biochemistry, and Nutrition	2	20	2	20	0	0
WM340	Anatomy & Physiology I	3	30	3	40	0	0
WM350	Anatomy & Physiology II	3	30	3	40	0	0
WM360	Anatomy & Physiology III	3	30	3	40	0	0
WM400	Research Methodologies	3	30	3	30	0	0
WM410	Pathophysiology I	4	40	4	40	0	0
WM420	Pathophysiology II	4	40	4	40	0	0
WM450	Western Physical Exam and Assessment	3	40	2	20	1	20
WM480	Orthopedic & Neurologic Evaluation	3	40	2	20	1	20
WM500	Microbiology & Infectious Diseases	3	30	3	30	0	0
WM510	Western Internal Medicine I	3	30	3	30	0	0
WM520	Western Internal Medicine II	3	30	3	30	0	0
WM530	Western Internal Medicine III	3	30	3	30	0	0
WM550	Red Flags & Emergency Management	3	30	3	30	0	0
WM610	Fundamentals of Pharmacology & Biophysics	2	20	2	20	0	0
WM620	Western Medical Diagnostic Tests	2	20	2	20	0	0

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Management & Ethics (10 Credits, 100 Hours)</i>							
ME311	Practice Management & Billing	2	20	2	20	0	0
ME410	Medical Ethics & Legalities	2	20	2	20	0	0
ME420	Clinical Communication I	3	30	3	30	0	0
ME520	Clinical Communication II	3	30	3	30	0	0
<i>Mind Body Exercise (2 Credits, 30 Hours)</i>							
TB300	Qi Gong	1	15	.5	5	.5	10
TB301	Tai Ji Quan	1	15	.5	5	.5	10
<i>Electives (Choose 6 credits)</i>							
EL310	Tui-Na II: Advanced Techniques	2	30	1	10	1	20
EL390	Advanced Mind-Body Exercises and Prescriptions	2	30	1	10	1	20
EL400	SaAm Acupuncture	3	30	3	30	0	0
EL500	Master Tung's Acupuncture	3	30	3	30	0	0
EL510	Yellow Emperor's Classic	4	40	4	40	0	0
<i>Clinical Internship (23 Credits, 690 Hours)</i>							
CO450	Introduction to Clinical Observation	0.5	15				
CO510	Clinical Observation I	3	90				
CO520	Clinical Observation II	1.5	45				
CI510	Clinic Internship 1	7.5	225				
CS510	Case Study Intensive Level 1	0.5	15				
CI520	Clinic Internship 2	4.5	135				
CS520	Case Study Intensive Level 2	0.5	15				
CI530	Clinic Internship 3	4.5	135				
CS530	Case Study Intensive Level 3	0.5	15				

Advanced Curriculum

Course #	Course Title	Credits	Hours	Lecture		Lab	
				Credits	Hours	Credits	Hours
<i>Core Courses</i>							
IM600	Healthcare Systems	3	30				
IM610	Collaborative Care	3	30				
ME600	Advanced Practice Management	3	40				
<i>Special Courses (Students complete all four courses)</i>							
CM700	Cancer Care	4	50				
CM740	Mental Health and Trauma-Informed Care	4	50				
CM750	Orthopedics	4	50				
CM770	Reproductive Health	4	50				
Advanced Course Total		25	300				

7. Sample Class and Clinical Schedule by Term

Program Outline by Quarter- Doctor of Acupuncture

See catalog addendum, [course map](#).

E. Professional Doctor Completion Program

1. Program Description

The Professional Doctor completion program at VUIM is designed specifically for graduates of AHM programs. The Professional Doctor completion program at VUIM is administered completely online, offering students an integrated curriculum to advance their ability to provide effective clinical care in a variety of practice settings and foster a commitment to lifelong learning and professional development. Through an emphasis on four core clinical areas (Orthopedics, Reproductive Health, Mental Health, Cancer Care), students will develop their ability to improve patient outcomes and become contributing members of their patient's healthcare team. The length of the Doctoral completion programs are 1 year (25 credits) and include 300 total training hours, of which 130 are clinical experience and 170 are didactic.

The program focuses on disorders and complaints commonly seen in AHM private practice and integrative medical settings. Class contents are intended to maximize the doctoral student's readiness to improve clinical outcomes and collaborate with other allied healthcare providers in a wide range of settings and circumstances. All VUIM DAc and DAcHM students will complete advanced training in four clinical areas: Orthopedics, Oncology, Reproductive Medicine, and Mental Health/Trauma-Informed Care. The program will provide students with exposure to a wide range of topics and faculty expertise to equip them to make meaningful contributions to patient care.

2. Program Objectives

At the end of completion of this program, students will be able to:

- Demonstrate advanced clinical knowledge in both OM and conventional medicine to improve clinical assessment, diagnosis, and treatment planning.
- Understand the continuum of the patient experience within the healthcare system
- Develop clinical reasoning skills that will facilitate the ability to adjust treatment approaches based on each patient's goals and unique clinical circumstances.
- Understand how to engage in collaborative interactions as a private practitioner and when working in an integrative medicine setting
- Understand the role of the AOM provider in providing supportive care for patients.
- Develop research literacy skills to utilize scholarly literature to inform patient care and enhance interprofessional communication skills.

F. Doctor of Acupuncture and Oriental Medicine Program (DAOM)

1. Program Description

The DAOM program of VUIM is a postgraduate, competency based, clinical program. As a clinically focused professional graduate program, it provides advanced didactic studies and clinical experiences in core clinical specialties.

DAOM students will complete a total of 1260 hours, which includes 600 hours of didactic training and 660 hours of clinical training in 8 quarters or in 2 years.

The didactic training consists of *core courses* and *special clinical* medicine courses. The core courses include Chinese medical classics, professional advancement, clinical advancement, and research. The special clinical medicine courses contain cancer care, circulatory-digestive, immune system, mental health, orthopedics, rehabilitation, and reproductive system. The 660 hours of clinical training includes project paper writing, mentorship, and advising training. Project paper writing and supervising can be completed through an externship.

Biomedical and TCM experts will lecture in specialty training courses providing DAOM Students with advanced knowledge and skill in assessment and disease etiology. DAOM Students are expected to gain consultation and collaboration skills and build professional relationships with physicians and other healthcare professionals. Students progress through the program in a modular cycle of coursework. Progression in the doctoral program distributes academic and clinical coursework uniformly over two years. The program allocates adequate time to complete the requirements of the program while supporting the purpose and educational objectives of the program.

2. Program Purpose and Goals

The purpose of the Doctor of Acupuncture and Oriental Medicine (DAOM) program at VUIM is to provide advanced postgraduate education in both biomedical and traditional Chinese medicine (TCM). This program is designed to deepen the understanding of disease etiology and advanced diagnostic skills, enhance clinical proficiency in specialty areas, and integrate these competencies with contemporary healthcare practices. Our aim is to equip graduates with the knowledge and skills necessary to function as leaders and collaborators in various healthcare settings.

- **Comprehensive Advanced Education:** Offer robust training in biomedical and traditional Chinese medicine, enhancing students' capabilities in assessments, disease etiology, and treatment strategies. Education spans extensive theoretical and practical aspects of patient care, including diagnosis and treatment management.
- **Enhanced Collaboration Skills:** Cultivate students' abilities to consult and collaborate effectively with a range of healthcare professionals, promoting strong interdisciplinary partnerships within various medical settings.
- **Specialization in East Asian Medical Practices:** Deepen students' mastery of specific East Asian medical techniques, preparing them to implement these methods successfully in clinical practice.
- **Contribution to Scholarly Work:** Encourage student participation in academic research to broaden the scientific foundation of East Asian medicine, fostering critical thinking and evidence-based practice.
- **Leadership and Community Building:** Nurture leadership qualities among students by facilitating meaningful interactions between educators and learners, enriching the academic and professional community.
- **Professional Development and Ethical Practice:** Prepare graduates for advanced professional roles, providing insights into effective practice management, ethical considerations, and patient communication.
- **Integration of Traditional and Modern Healthcare:** Equip students with the skills necessary to blend traditional Chinese medicine and modern medical practices, enhancing patient outcomes and promoting the integration of diverse therapeutic approaches in healthcare systems.

Program Outcomes

1. Develop advanced knowledge and skills in East Asian medicine and integrate with relevant biomedical concepts.
2. Develop the ability to collaborate and integrate with other healthcare professionals to support patient outcomes.
3. Apply clinical specialization knowledge and skills to East Asian Medicine practice.
4. Access and critically evaluate research and apply that information to strengthen clinical practice.
5. Develop scientific writing skills that enable the graduate to make contributions to the field.
6. Cultivate leadership and foster an academic community by engaging graduates in mentorship, teaching, supervision, and capstone projects that promote the advancement and dissemination of knowledge within the field of East Asian medicine.

3. Graduation Requirements

General graduation requirements are as follows:

1. Satisfactory completion of all required coursework and clinical hours in accordance with the Residency Requirement
2. Minimum cumulative GPA of 3.0
3. Satisfactory passing of Capstone
4. Complete the program within two times the published program length
5. Meet all financial obligations to the University

A student must satisfy degree requirements, as outlined in the catalog in effect at the time of enrollment at Virginia University of Integrative Medicine as a degree program student unless the student interrupts his/her program. It may become necessary to satisfy the program requirements as outlined in the catalog in effect at the time the student re-enters as a student.

4. Adherence to Academic Policies, Procedures, and Processes

All students enrolled at VUIM are required to comply with all the academic policies, procedures, and processes as described in this catalog.

5. Course Numbering System

Section

CA	Clinical Advancement	CI	Clinical Internship
RS	Research	CM	Clinical Medicine
PA	Professional Advancement		

Number 700 Doctoral Level Courses

6. Program Curriculum

Doctor of Acupuncture and Oriental Medicine Program

Course #	Course Titles	Credits	Hours
Core Courses			
OM700	Chinese Medical Classics I	2.4	24
OM710	Chinese Medical Classics II	2.4	24
CA700	Clinical Advancement I	2.4	24
CA710	Clinical Advancement II	2.4	24
PA700	Professional Advancement I	2.4	24
PA710	Professional Advancement II	2.4	24
PA720	Professional Advancement III	2.4	24
RS700	Research I	2.4	24
RS710	Research II	2.4	24
Clinical Medicine			
CM700	Cancer Care	4.8	48
CM710	Circulatory System	4.8	48
CM720	Digestive System	4.8	48
CM730	Immune System	4.8	48
CM740	Mental Health	4.8	48
CM750	Orthopedics	4.8	48
CM760	Rehabilitation	4.8	48
CM770	Reproductive System	4.8	48
Clinical Training			
CI810	Capstone Project Paper Writing	7.5	150
CI820	Doctoral Clinic	9	180
CI830	Mentorship	7.5	150
CI840	Teaching & Supervision	9	180
Program Total		93	1,260

G. Certificate in Chinese Herbal Medicine Program (CCHM)

1. Program Description

The Certificate in Chinese Herbal Medicine Program (CCHM) requires 61.5 credits (785 hours) including 255 hours of Clinical training to complete the program. The normal program length of CCHM is 2 years. The CCHM program is an immersion in the knowledge and clinical experience of Chinese Herbology. The CCHM program is designed to educate students who wish or require fundamental and detailed education in Traditional Chinese Herbology. This certificate program provides necessary traditional Chinese Herbology information to complete professional master's degree education in Oriental Medicine field.

2. Program Purpose and Goals

The Certificate in Chinese Herbal Medicine (CCHM) program at VUIM complements purpose of the Certificate in Chinese Herbal Medicine (CCHM) program at VUIM is to complement graduates' acupuncture training with in-depth knowledge and skills in Chinese herbal medicine, enabling effective and safe integration of herbal treatments into their clinical practice.

Program outcomes

1. Formulate disease prevention strategies utilizing a justified etiology of disease from an Acupuncture and Herbal Medicine perspective.
2. Develop Acupuncture and Herbal Medicine treatment principles and strategies that are logically supported by an Acupuncture and Herbal Medicine diagnosis and actionable through Acupuncture and Herbal Medicine modalities.
3. Formulate patient diagnoses and develop treatment plans based on the Four Pillars of Diagnosis.
4. Create acupuncture and herbal treatment prescriptions along with supplemental modality treatment plans that are logically supported by Acupuncture and Herbal Medicine treatment principles.
5. Administer a treatment plan during the clinical encounter.
6. Recognize situations and symptoms which necessitate the need for referral to an appropriate health care professional and perform needed actions in such contexts.
7. Communicate in a professional manner with patients, teachers, and other qualified complementary healthcare professionals.
8. Maintain and exhibit the highest personal and professional ethical standards.

3. Graduation Requirements

General graduation requirements are as follows:

1. Satisfactory completion of all required coursework and clinical hours in accordance with the Residency Requirement
2. Minimum cumulative GPA of 3.0
3. Satisfactory passing of Graduation Examination
4. Passing of Phase Exams (each before entry of observation, intern level 1, 2, 3), among other requirements including First aid and Cardio-Pulmonary Resuscitation (CPR) certification
5. Annual training of Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA)
6. Complete the program within two times the published program length
7. Meet all financial obligations to the University

A student must satisfy degree requirements, as outlined in the catalog in effect at the time of enrollment at Virginia University of Integrative Medicine as a degree program student unless the student interrupts his/her program. It may become necessary to satisfy the program requirements as outlined in the catalog in effect at the time the student re-enters as a student.

4. Adherence to Academic Policies, Procedures, and Processes

All students enrolled at VUIM are required to comply with all the academic policies, procedures, and processes as described in this catalog.

5. License Requirements

The State of Virginia does not require Chinese Herbology NCCAOM exam to acquire the license and practice acupuncture. However, there are many states that require Chinese Herbology NCCAOM exam as a part of their requirement to apply for a license. Also, NCCAOM Acupuncture Certification can be converted to NCCAOM Oriental Medicine Certification after passing Chinese Herbology NCCAOM exam.

6. Course Numbering System

Section

HB	Herbology	CI	Clinical Internship
CO	Clinical Observation	CS	Clinical Case Study

Number

300 – 400	Undergraduate Level Courses
500 – 600	Graduate Level Courses

7. Program Curriculum

Certificate in Chinese Herbal Medicine Program

	Credits	Hours	Lecture Hours	Lab Hours
Herbology	47	470	470	0
Clinical Internship	8.5	255	0	0
Biomedicine	6	60	60	0
Total	61.5	785	530	0

Course #	Course Titles	Credits	Hours	Lectures	Labs
		redits	Hours	redits	Hours
Herbology (47 Credits, 470 Hours)					
HB310	Herbology I	4	40	4	0
HB320	Eastern Nutrition	3	30	3	0
HB400	Special Topics in Herbal Medicine	4	40	4	0
HB410	Herbology II	4	40	4	0
HB420	Herbology III	4	40	4	0
HB430	Herbology IV	4	40	4	0
HB440	Herbs: Formulas I	4	40	4	0
HB510	Herbs: Formulas II	4	40	4	0
HB520	Herbs: Formulas III	4	40	4	0
HB530	Herbs: Formulas IV	4	40	4	0
HB540	Shang Han Lun Cold Damage	4	40	4	0

HB550	Herbal Medicine Advanced Formula Study	4	40	4	0	0
Bio Medicine (6 Credits, 60 Hours)						
WM420	Pathophysiology II	4	40	4	0	0
WM610	Fundamentals of Pharmacology & Biophysics	2	20	2	0	0
Clinical Internship (8.5 Credits, 255 Hours)						
CO450	Introduction to Clinical Observation	0.5	15			
CI550	Clinic Internship 5	4.5	135			
CS550	Case Study Intensive Level 5	0.5	15			
CI560	Clinic Internship 6	3	90			

H. Course Descriptions

1. Master Courses

a. Oriental Medicine

OM301		History of Eastern Medicine					
# of Credit	4	Lecture	4	# of Hour	40	Lecture	
		Credit				Hour	
		Lab Credit	0			Lab Hour	
<p>This course presents a rich and fascinating history that brings to life the subject of Oriental medicine and its journey through millennium, as well as into United States. Students come to understand that they are a link in the unbroken chain of this healing tradition. Students will develop a context and overview of the topics they will be studying in the MACCHM program, and the important history behind the theory and practice of Oriental medicine.</p>							
Prerequisites		<i>No Prerequisites</i>					

OM302		Basic Theory of Oriental Medicine I					
# of Credit	4	Lecture	4	# of Hour	40	Lecture	
		Credit				Hour	
		Lab Credit	0			Lab Hour	
<p>As an introduction to Oriental Medicine, this class includes the basic theory of Oriental Medicine including terminology, the relationship of Yin and Yang, Five Phases, Physiological Functions of Solid and Hollow Internal organs (Zang-Fu theory), chrono-acupuncture, the formation and function of Qi, Blood, Jin, Ye, the eight parameters, twelve officials, and the nature of human beings according to Oriental Medicine.</p>							
Prerequisites		<i>No Prerequisites</i>					

OM303		Basic Theory of Oriental Medicine II					
# of Credit	4	Lecture	4	# of Hour	40	Lecture	
		Credit				Hour	
		Lab Credit	0			Lab Hour	
<p>This class builds on the information learned in OM302, Basic Theory of Oriental Medicine I. Students will study the fundamental principles of the external etiological factors of disease which cause internal disease states (wind, cold, damp, heat, summer heat, and dryness), the internal causes (emotions) of disease, the general laws of pathological change, and the prevention and treatment of diseases.</p>							
Prerequisites		<i>OM302</i>					

OM310		Oriental Medicine Diagnosis I					
# of Credit	3	Lecture Credit	2	# of Hour	40	Lecture Hour	
		Lab Credit	1			Lab Hour	
<p>This course builds on the knowledge obtained in the basic theory courses and provides students with an in-depth study of the Four Pillars of traditional oriental medicine diagnosis, including observation, auscultation & olfaction, inquiry, and palpation. Students learn the signs and symptoms of various disorders. In addition, students learn the basic principles and develop basic skills, of tongue diagnosis, pulse, meridian, and other palpation techniques.</p>							
Prerequisites	OM303						

OM312		Oriental Medicine Diagnosis II					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course builds on the diagnosis I class and provides students with in-depth study of the manifestations, etiologies, pathologies, as well as herbal and acupuncture treatments of common Zang-fu organ patterns and complicated Zang-fu organ patterns. This course provides students with Oriental Medicine diagnosis methods according to internal organ theory (Zang-fu).</p>							
Prerequisites	OM310						

OM430		Internal Medicine I					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This class is for the treatment major Chinese Medicine diseases and detailed discussion of acupuncture point selection, techniques, and other modalities. The etiology, pathology, diagnosis, and acupuncture treatments will be covered. The following are the topics focused on in this class: Headache / Breathlessness / Wheezing / Allergic Asthma / Atopic Eczema / Allergic Rhinitis / Sinusitis / Nasal Polyps / Cough / Common Cold / Flu / Epigastric Pain / Nausea & Vomiting / GERD / Mouth Ulcers / Hypochondrial Pail / Gallstones / Abdominal Pain / Abdominal Masses / Diarrhea / Constipation / Depression / Anxiety / Insomnia / Somnolence / Poor Memory.</p>							
Prerequisites	WM340, WM350, WM360, AC390						

OM440		Internal Medicine II					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This class is for the treatment major Chinese Medicine diseases and detailed discussion of acupuncture point selection, techniques, and other modalities. The etiology, pathology, diagnosis, and acupuncture treatments will be covered. The following are the topics focused on in this class: Urinary Syndrome / Urinary Calculi / Enuresis & Incontinence / Blood in the Urine / Urinary Retention / Interstitial Cystitis / BPH / Prostatitis & Prostatodynia / Erectile Dysfunction / Edema / Bleeding / Chest Painful Obstruction / Goiter (Hyperthyroidism & Hypothyroidism) / Dizziness / Tinnitus / Hypertension / Parkinson’s Disease / Wind Stroke / Fibromyalgia / Chronic Fatigue syndrome / Tiredness / Atrophy syndrome / Multiple sclerosis.</p>							
Prerequisites		<i>WM340, WM350, WM360, AC390</i>					

OM450		Internal Medicine III: Chinese Herbal Treatment					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This class is for the treatment of major Chinese Medicine diseases and a detailed discussion of Chinese herbal medicine treatment. The following are the topics focused on in this class: Headache / Breathlessness / Wheezing / Allergic Asthma / Atopic Eczema / Allergic Rhinitis / Sinusitis / Nasal Polyps / Cough / Common Cold / Flu / Epigastric Pain / Nausea & Vomiting / GERD / Mouth Ulcers / Hypochondrial Pail / Gallstones / Abdominal Pain / Abdominal Masses / Diarrhea / Constipation / Depression / Anxiety / Insomnia / Somnolence / Poor Memory / Urinary Syndrome / Urinary Calculi / Enuresis & Incontinence / Blood in the Urine / Urinary Retention / Interstitial Cystitis / BPH / Prostatitis & Prostatodynia / Erectile Dysfunction / Edema / Bleeding / Chest Painful Obstruction / Goiter (Hyperthyroidism & Hypothyroidism) / Dizziness / Tinnitus / Hypertension / Parkinson’s Disease / Wind Stroke / Fibromyalgia / Chronic Fatigue syndrome / Tiredness / Atrophy syndrome / Multiple sclerosis.</p>							
Prerequisites		<i>OM430, OM440, HB440, HB510, HB520, HB530</i>					

OM460		Oriental Medicine Specialty Topics					
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	

This class introduces and covers the unique Oriental Medicine theory needed to understand and practice 2 major specialty areas: Gynecology and Pediatrics. Students will learn through lectures, case studies, and clinical theatre exercises how to effectively treat with acupuncture some of the more commonly seen symptoms and issues that women and children present with in an AOM practice.

Prerequisites	<i>OM430, OM440</i>
---------------	---------------------

b. Acupuncture

AC300		Acupuncture Channels & Points I: Channel Theory					
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	30
		Lab Credit	0			Lab Hour	0
		<p>This first course in the Acupuncture Channels and Points course series introduces the foundational concepts of acupuncture channel theory and gives a big picture of the channel system as it functions within the practice of acupuncture. Students will apply this foundation to learning the pathways of the 12 primary channels, the eight extraordinary meridians, the 15 lu collateral vessels, the 12 divergent channels, and the 12 muscle-sinew channels. In addition, the students will be given a general introduction to acupuncture points, including their definition, general functions, and the major theoretical and functional point categories.</p>					
Prerequisites	OM302						

AC310		Acupuncture Channels & Points II: Point Location A					
# of Credit	3	Lecture Credit	2	# of Hour	40	Lecture Hour	20
		Lab Credit	1			Lab Hour	20
		<p>This course provides students with a detailed study of the anatomical landmarks and measurement systems to accurately locate acupuncture points. Building on that foundation, through a combination of lecture, demonstration, and hands-on practice, students learn to apply this information to locate the points of the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, Bladder, and Kidney channels. In addition, students are provided with an understanding and appreciation for respectful touch, including techniques to move, position and appropriately drape the body.</p>					
Prerequisites	AC300, WM340						

AC320		Acupuncture Channels & Points III: Point Location B					
# of Credit	3	Lecture Credit	2	# of Hour	40	Lecture Hour	
		Lab Credit	1			Lab Hour	

This course provides students with a detailed study of the anatomical landmarks and measurement systems to accurately locate acupuncture points. Building on that foundation, through a combination of lecture, demonstration, and hands-on practice, students learn to apply this information to locate the points of the Pericardium, San Jiao, Gallbladder, and Liver channels, in addition to the Ren Mai and Du Mai, and the major extra points. In addition, students are provided with an understanding and appreciation for respectful touch, including techniques to move, position and appropriately drape the body.

Prerequisites *AC300, WM340*

AC330 Acupuncture Channels & Points IV: Point Functions A

# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	

This course discusses unique features of acupuncture points including their definition, general functions, and the major theoretical and specific point categories. Building on that foundation, this course provides students with a detailed study of the functions and usage of the points on the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, and Bladder and Kidney channels.

Prerequisites *AC310, AC320, OM312*

AC340 Acupuncture Channels & Points V: Point Functions B

# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	

This course discusses unique features of acupuncture points including their definition, general functions, and the major theoretical and specific point categories. Building on that foundation, this course provides students with a detailed study of the functions and usage of the points on the Pericardium, Triple Energizer (San Jiao), Gallbladder, and Liver channels, in addition to the Governor Vessel and Conception Vessel, and the major extra points.

Prerequisites *AC310, AC320, OM312*

AC390	Acupuncture Treatment Planning						
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	40
		Lab Credit	0			Lab Hour	0
<p>This course guides students in the clinical skill of how to select acupuncture treatment points and combinations to treat various diseases and conditions in respect to traditional Oriental Medicine principles and modern acupuncture theories.</p>							
Prerequisites	AC330, AC340						
AC410	Introduction to Clinical Techniques						
# of Credit	3	Lecture Credit	2	# of Hour	40	Lecture Hour	20
		Lab Credit	1			Lab Hour	20
<p>This course provides students with an introduction to the techniques of acupuncture, including use of disposable needles, insertion and removal of needles, appropriate draping, management of emergency situations with patients, and needling practice. Practices include use of Guide Tube needling, on common and difficult acupuncture points, methods to obtain De Qi, tonification, sedation and methods to direct Qi. Students review Clean Needle Technique (CNT), and requirements of OSHA.</p>							
Prerequisites	AC320						

AC420	Advanced Clinical Techniques						
# of Credit	3	Lecture Credit	2	# of Hour	40	Lecture Hour	20
		Lab Credit	1			Lab Hour	20
<p>This course provides students with advanced study of acupuncture techniques and covers needle techniques for the more sensitive acupoint locations. Needle techniques of threading, deep penetrations, through and through, etc. will be introduced and practiced. This</p>							

class will also cover the techniques of moxibustion, cupping, three-edged needle, cutaneous needle, intradermal needle, electro-acupuncture, balancing method, magnetic therapy, bleeding, and other advanced techniques.

Prerequisites AC410

AC430		Acupuncture Microsystems					
# of Credit	3	Lecture Credit	2	# of Hour	40	Lecture Hour	20
		Lab Credit	1			Lab Hour	20
		<p>There are two major theoretical schools of auricular acupuncture – the French and the Chinese. Both schools and their respective maps of the ear will be compared and contrasted in this class. Clinical applications and treatment formulas are emphasized. Scalp acupuncture also has several systems.</p> <p>This class will introduce the Chinese system, Zhu’s scalp acupuncture, and the MS lines. Emphasis will be on the application of these lines and points in clinical case situations.</p>					
Prerequisites		AC410					

AC460		Tui-Na I: Basic Techniques					
# of Credit	2	Lecture Credit	1	# of Hour	30	Lecture Hour	10
		Lab Credit	1			Lab Hour	20
		<p>Tui-na is massotherapy (massage) to treat diseases and traumatic injuries. In this course, there will be a brief discussion of the basic principles of Oriental therapeutic massotherapy and relationship with Yin, Yang, Qi, Blood and internal organs. Treatment approaches to various diseases are discussed in relationship to Tui Na treatment protocols. Special physical examination of the vertebrae, hip joint and lower extremities will be taught in this course. More emphasis will be basic skills of Tui-Na manipulation techniques used for adult Tui-Na therapy. The second half the course will focus on pediatric Tui-Na in which pediatric Tui-Na points and treatment of common pediatric disorders will be discussed.</p>					
Prerequisites		OM312					

AC510		Treatment of Orthopedic Disorders					
# of Credit	3	Lecture Credit	2	# of Hour	40	Lecture Hour	20
		Lab Credit	1			Lab Hour	20
		<p>This course provides applications to the diagnostic skills learned in Orthopedic and Neurological Evaluations of WM540 and provides acupuncture treatments to the various disorders covered. This course covers treatment from a muscular and physiological perspective as well as a channel</p>					

treatment perspective. Students will learn oriental medical approaches to athletic and other injuries including trigger points, motor points, and myofascial treatments.

Prerequisites *WM480, AC390, AC420*

c. Herbology

HB310		Herbology I					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
		<p>This course provides students with an introduction to Chinese herbology. The first half of the class will prepare students for the study of individual herbs through the learning of herbal history, nomenclature, properties, dosage, preparation, and basic herbal theory. The second half of the class will begin the study of individual herbs. The herb categories covered in this course will be: Chapter 1. Herbs that release exterior: Warm Acrid Herbs that Release the Exterior, Cool Acrid Herbs that Release the Exterior; Chapter 2. Herbs that clear heat: Herbs that Drain Fire, Herbs that Cool the Blood, Herbs that Clear Heat and Dry Dampness, Herbs that clear heat and resolve toxicity, Herbs that clear heat from deficiency.</p>					
Prerequisites	<i>OM303</i>						

OM320		Eastern Nutrition					
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
		<p>This course will cover the theory and practical aspects of using foods and natural herbs to correct medical conditions from the perspective of Oriental Medical Theory, and its application.</p>					
Prerequisites	<i>OM303</i>						

HB400		Special Topics in Herbal Medicine					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course introduces and covers the unique features of two ancient classics Wen Bing (Febrile Diseases) and Jin Gui Yao Lue Golden Cabinet (Essentials of the Golden Cabinet). The course will introduce the history, background of the classics, and unique differentiations of disease as well as the unique approaches of herbal practice, and they will be examined through the lens of special topics in integrative medicine.</p>							
Prerequisites		HB440, HB510, HB520, HB530					

HB410		Herbology II					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>The class will continue the study of individual herbs. The herb categories covered in this course will be: Chapter 3: Downward draining herbs; Chapter 4: Herbs that drain dampness; Chapter 5: Herbs that dispel wind-dampness; Chapter 6: Herbs that transform phlegm and stop coughing; Chapter 7: Aromatic herbs that transform dampness.</p>							
Prerequisites		OM303					

HB420		Herbology III					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>The class will continue the study of individual herbs. The herb categories covered in this course will be: Chapter 8: Herbs that relieve food stagnation; Chapter 9: Herbs that regulate the Qi; Chapter 10: Herbs that regulate the blood; Chapter 11: Herbs that warm the interior and expel cold; Chapter 17: Herbs that expel parasites; Chapter 18: Substances for topical application.</p>							
Prerequisites		OM303					

HB430		Herbology IV					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>The class will continue the study of individual herbs. The herb categories covered in this course will be: Chapter 12: Tonifying herbs; Chapter 13: Herbs that stabilize and bind; Chapter 14: Substances that calm the spirit; Chapter 15: Aromatic substances that open the orifices; Chapter 16: Substances that extinguish wind and stop tremors.</p>							
Prerequisites	OM303						

HB440		Herbs: Formulas I					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	40
		Lab Credit	0			Lab Hour	0

This course provides students with an introduction to Chinese formulas. The first part of the class will prepare students for the study formulas through the learning of herbal history, nomenclature, properties, dosage, preparation, and basic herbal formula theory. The second part of the class will begin the study formulas. Concepts of herbal formulation and detailed analysis of formula categories and their relationships to differentiation of patterns and disease etiologies will be covered. The formula categories covered in this course will be Formulas that Release the Exterior, and Herbs that Clear Heat. This formula class corresponds to the single herbs.

Prerequisites *HB310, HB410, HB420, HB430*

HB510		Herbs: Formulas II					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	

This course continues to cover concepts of herbal formulation and presents detailed analysis formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover approximately 70 classical herbal formulas, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way the herbs work in the formula, the clinical applications of each formula, and variations on the basic formula. The categories of formulas to be addressed in this course include formulae that Drain Downward, Formulas that Harmonize, Treat Dryness, Expel Dampness, Treat Phlegm, and Reduce Food Stagnation. This formula class corresponds to the single herbs class HB410 Herbology II.

Prerequisites *HB310, HB410, HB420, HB430*

HB520		Herbs: Formulas III					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course continues to cover concepts of herbal formulation and presents a detailed analysis of formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover approximately 70 classical herbal formulas, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way the herbs work in the formula, the clinical applications of each formula, and variations on the basic formula. The categories of formulas to be addressed in this course include formulae that Regulate Qi, Nourish the Blood, Tonify the Yang, Invigorate Blood, Stop Bleeding, and Warm the Interior. This formula class corresponds to the single herbs class HB420 Herbology III.</p>							
Prerequisites	<i>HB310, HB410, HB420, HB430</i>						

HB530		Herbs: Formulas IV					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course continues to cover concepts of herbal formulation and presents a detailed analysis of formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover approximately 70 classical herbal formulas, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way the herbs work in the formula, the clinical applications of each formula, and variations on the basic formula. The categories of formulas to be addressed in this course include formulae that Tonify Yin, Stabilize and Bind, Anchor and Settle the Mind, Nourish the Heart to Calm the Mind, Open the Orifices, Extinguish Wind and Stop Tremors, Expel Parasites, and that are suited for External Application. This formula class corresponds to the single herbs class HB430 Herbology IV.</p>							
Prerequisites	<i>HB310, HB410, HB420, HB430</i>						

HB540		Shang Han Lun Cold Damage					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course is designed for the advanced student at the intern levels. This class will present, discuss, and study readings from the Shang Han Lun. Commentary and relevant prescriptions will be introduced and discussed. Pulse presentation and techniques, abdominal palpation, teeth examination, and skin examination as described in this text will also be discussed. This course will provide students with knowledge regarding symptoms, diagnosis, treatment principles and formulas of febrile diseases contracted by external wind cold.</p>							
Prerequisites		<i>HB310, HB410, HB420, HB430</i>					

HB550		Herbal Medicine Advanced Formula Study					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course provides a comprehensive review of the history, selection and application of herbs and formulas as core remedy and protocols for treating internal and external conditions. Special attention is paid to review of Critical Herbs and Formulas for the accomplished practitioner, as well as Herb-Drug interactions for the most commonly used drugs, and herbs.</p>							
Prerequisites		<i>HB310, HB410, HB420, HB430</i>					

d. Bio-Medical Science

WM300		Western Medical Terminology					
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course provides students with a study of Western medical terminology and nomenclature, including major prefixes, roots, and suffixes. The course is designed to instruct students on the construction of medical terminology used to describe anatomy and physiology as well as the pathology of the body systems. Students will be introduced to medical terms to increase their ability to effectively communicate with all healthcare professionals.</p>							
Prerequisites		<i>No Prerequisites</i>					

WM301	Biology, Biochemistry, and Nutrition						
# of Credit	2	Lecture Credit	2	# of Hour	20	Lecture Hour	
		Lab Credit	0			Lab Hour	
This course provides students with a basic introduction to general concepts of biology, biochemistry, and nutrition. The curriculum gives students a theoretical foundation for further study in physiology.							
Prerequisites	<i>No Prerequisites</i>						

WM340	Anatomy & Physiology I						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
This course provides a comprehensive study of the structure and function of the human body. Topics include an overview of the integumentary, skeletal, and muscular systems. This course will provide students an opportunity to recognize skin and its appendages, major bones, joints, muscles and anatomical landmarks. Upon completion, students will be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.							
Prerequisites	<i>WM300 (co-requisite), WM301 (prerequisite)</i>						
WM350	Anatomy & Physiology II						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
This course provides a comprehensive study of the structure and function of the human body. Topics include the nervous, special senses, endocrine, urinary, and reproductive systems as well as metabolism, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology.							
Prerequisites	<i>WM301</i>						

WM360		Anatomy & Physiology III					
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course provides a comprehensive study of the structure and function of the human body. Topics include the cardiovascular, lymphatic, respiratory, digestive systems as well as nutrition and human growth & development. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.</p>							
Prerequisites	WM301						

WM400		Research Methodologies					
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course introduces the principles of research through critical exploration of the language of research, scientific method of inquiry and ethical considerations. Students will develop and use their research design skills to analyze and apply research process within quantitative, qualitative, and mixed methodologies based on literature review.</p>							
Prerequisites	AC300						

WM410		Pathophysiology I					
# of Credit	4	Lecture Credit	4	# of Hour		Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course is designed to provide students with an introduction to pathology, inflammation, infection, immunity and immunology, non-neoplastic and neoplastic proliferations. This course provides a study of cellular adaptation to disease, environmental factors in disease, inflammation, and neoplasia.</p>							
Prerequisites	WM340, WM350, WM360						

WM420		Pathophysiology II					
# of Credit	4	Lecture Credit	4	# of Hour		Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course is designed to provide students with an introduction to pathology of the body systems: musculoskeletal, cardiovascular, pulmonary, digestive, neurological, genitourinary, and endocrine systems.</p>							
Prerequisites	WM410						

WM450		Western Physical Exam & Assessment					
# of Credit	3	Lecture Credit	2	# of Hour	40	Lecture Hour	20
		Lab Credit	1			Lab Hour	20
<p>This course introduces the skills of history taking, physical assessment, and documentation. The student will demonstrate the skills to conduct a comprehensive health assessment including the physical, psychological, social, functional, and environmental aspects of health. Effective communication, assessment, and documentation will be practiced in the laboratory setting. The student will become familiar with the techniques of physical assessment consisting of inspection, palpation, percussion.</p>							
Prerequisites	WM420						

WM480		Orthopedic & Neurological Evaluation					
# of Credit	3	Lecture Credit	2	# of Hour	40	Lecture Hour	20
		Lab Credit	1			Lab Hour	20
<p>This course examines musculoskeletal and neurological basis for biomechanics, assessment for movement dysfunction, and corrective exercise strategies. Students will demonstrate functional evaluation, palpation of musculoskeletal structures, measuring range of motion, muscle length and muscle strength analysis.</p>							
Prerequisites	WM420						

WM500	Microbiology & Infectious Diseases						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course introduces the fundamentals of microbiology and the infectious diseases. The course covers the principles of microorganisms, including microbial physiology, genetics, and microbial pathogenicity. The microorganisms studied in this course include bacteria, fungi, mycoplasmas, rickettsia, viruses, and parasites. The course also provides the students with a detailed study of the etiology, pathophysiology, mode of transmission, clinical presentation, diagnostic and therapeutic approach to infectious diseases, including bacterial, viral, fungal, and parasitic infections and introduce students to infections associated with acupuncture practice.</p>							
Prerequisites	WM420						
WM510	Western Internal Medicine I						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course is designed as an organ system approach to the pathophysiology of human disease. The course provides students with a detailed study of the etiology, pathophysiology, clinical presentation, diagnostic and therapeutic approach to various disorders encountered in internal medicine. Diseases in cardiology, pulmonology, gastroenterology, hematology, and oncology are explored.</p>							
Prerequisites	WM420						
WM520	Western Internal Medicine II						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course is designed as an organ system approach to the pathophysiology of human disease. The course provides students with a detailed study of the etiology, pathophysiology, clinical presentation, diagnostic and therapeutic approach to various disorders encountered in internal medicine. Diseases in neurology, psychiatry, nephrology, urology, and reproductive medicine are explored.</p>							
Prerequisites	WM420						

WM530	Western Internal Medicine III						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course is designed as an organ system approach to the pathophysiology of human disease. The course provides students with a detailed study of the etiology, pathophysiology, clinical presentation, diagnostic and therapeutic approach to various disorders encountered in internal medicine. Diseases in endocrinology, nutritional disorders, ophthalmology, otolaryngology, dermatology, sleep disorders and rheumatology are explored.</p>							
Prerequisites	WM420						

WM550	Red Flags and Emergency Management						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>Building on WM 510-530, this course prepares students to understand and recognize the signs and symptoms that indicate a more serious underlying pathology requiring a referral to another healthcare professional. In addition, the course prepares students to understand and apply basic emergency management concepts and best practices.</p>							
Prerequisites	WM530						

WM610	Fundamentals of Pharmacology & Biophysics						
# of Credit	2	Lecture Credit	2	# of Hour	20	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course provides basic introduction to the principles of pharmacology and drug classification. The course will provide the student of oriental medicine with a fundamental knowledge of basic pharmacodynamics, pharmacokinetic and pharmacogenomics principles, as well as the basic properties, mechanisms, uses, adverse effects and drug interaction mechanisms of drugs. Students will also apply the concepts and methods of the physical sciences to the solution of biological problems.</p>							
Prerequisites	WM510, WM520, WM530						

WM620	Western Medical Diagnostic Tests						
# of Credit	2	Lecture Credit	2	# of Hour	20	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course is designed to help students develop basic skills in reading and interpreting medical images (X-ray, CT scan, MRI) as well as ordering, reading, and interpreting common Western medical diagnostic tests with respect to scope of practice.</p>							
Prerequisites	<i>WM480, WM510, WM520, WM530</i>						

e. Management and Ethics

ME311	Practice Management & Billing						
# of Credit	2	Lecture Credit	2	# of Hour	20	Lecture Hour	20
		Lab Credit	0			Lab Hour	0
<p>VUIM recognizes that students should achieve a satisfactory return on the time, money, and energy invested in their education. To achieve this end, students must be introduced to good business skills and ethical business behaviors. Important factors to be considered are time management, business structure and marketing (business plan), fee schedules, billing and insurance and clinical paperwork.</p>							
Prerequisites	<i>CO510/520</i>						

ME410	Medical Ethics & Legalities						
# of Credit	2	Lecture Credit	2	# of Hour	20	Lecture Hour	20
		Lab Credit	0			Lab Hour	0
<p>There are certain ethical situations to be considered in business management within the Oriental Medical field. This course includes lectures, readings and discussions of ethics, jurisprudence and current issues that confront the modern Oriental Medicine health practitioner, including the regulations of the Virginia Medical Board and other governmental agencies will be discussed in detail.</p>							
Prerequisites	<i>None</i>						

ME420		Clinical Communications I					
# of Credit	3	Lecture	3	# of Hour	30	Lecture	30
		Credit				Hour	
		Lab Credit	0			Lab Hour	0
<p>This course helps students improve and expand their communication skills by providing them with exposure to professional clinical communications. Clinical, verbal and written interactions are emphasized, including those with other clinicians as well as patients. Through exercises and discussions students will explore characteristics and approaches that benefit the patient/practitioner and other professional relationships.</p>							
Prerequisites		OM312					

ME520		Clinical Communications II					
# of Credit	3	Lecture	3	# of Hour	30	Lecture	30
		Credit				Hour	
		Lab Credit	0			Lab Hour	0
<p>This is a course to help cultivate interpersonal communication skills by first reflecting on their own journeys and cultivating understanding of others. TCM recognizes the unity of the mind/body/spirit and the healing journey shared by both the practitioner and the patient. To navigate this well, students must endeavor on the journey of self-reflection and self-evaluation. This course provides students with skills and practices to enhance their treatments. In addition, students will learn the basics of how to do an initial clinical intake.</p>							
Prerequisites		OM312					

f. Mind Body Exercise

TB300		Qi Gong					
# of Credit	1	Lecture Credit	.5	# of Hour	15	Lecture Hour	5
		Lab Credit	.5			Lab Hour	10
<p>This is an introductory course in the study and practice of Qi Gong. The students will learn the Baduanjin, or equivalent, style of Qi Gong. The techniques and movements learned in this class will encourage the smooth flow of qi, which will allow for the cultivation of the mind-body-spirit connection. With practice, students will achieve insights to holistic self-healing. This course should be completed within the first year of study.</p>							
Prerequisites		OM302					

TB301		Tai Ji Quan					
# of Credit	1	Lecture Credit	.5	# of Hour	15	Lecture Hour	5
		Lab Credit	.5			Lab Hour	10
<p>This is an introductory course in the Chinese System of movement and meditation of Tai Ji Quan to maintain good health and longevity by promoting the free flow of Qi. Students will learn the 24 movement Yang-style form which will help them to combine Tai Ji Quan's therapeutic attributes with traditional Chinese philosophy. This course should be completed within the second year of study.</p>							
Prerequisites		OM302					

g. Electives

EL310	Tui-Na II: Advanced Techniques						
# of Credit	2	Lecture Credit	1	# of Hour	30	Lecture Hour	10
		Lab Credit	1			Lab Hour	20

Through didactic and practice students will learn disorders and protocols to treat various musculoskeletal disorders as well as internal organ disorders utilizing Tu-Na massage therapy. Students will have hands-on, practical experience to enhance their Tui-Na skills.

Prerequisites *AC460*

EL390	Advanced Mind-Body Exercises and Prescriptions						
# of Credit	2	Lecture Credit	1	# of Hour	30	Lecture Hour	10
		Lab Credit	1			Lab Hour	20

This elective course builds on the information and skills obtained in TB300 and TB310. Students are exposed other styles of Qi Gong, Taijiquan, as well as other forms of mind-body exercises such as Yoga, Meditation, etc. The focus of the course moves beyond personal cultivation to a more clinically focused application, i.e., students will learn how to recommend appropriate movement exercises to patients to enhance their healing.

Prerequisites *TB301*

EL400	SaAm Acupuncture						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	

SaAm Acupuncture is an extremely safe and powerful therapeutic system that utilizes the 12 Shu points in 24 primary combinations of “four predetermined acupoints”. It draws on the full breadth of classical Chinese acupuncture tradition and theory to effectively address both the mental-emotional and physical aspects of illnesses. This course will introduce the basic theories of SaAm Acupuncture including discussion of the climatic factors and mental-emotional characteristics of the twelve meridians. An explanation of the predefined point prescriptions, an explanation of the concept of balancing pairs and diagnostic considerations for selecting the appropriate Four Needle Prescription will also be presented. Correct acupuncture needling considerations and techniques will also be covered.

Prerequisites *AC340*

EL410	Dong Ui Bo Gam						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course is designed to introduce and study this very important Korean medical text. Dong Ui Bo Gam translated as “Principles and Practice of Eastern Medicine”, is an encyclopedic bible of medical knowledge and treatment techniques compiled in Korea in 1613. It is edited by Heo Jun under the collective support of medical experts and literati according to royal direction. This medical classic successfully synthesizes competing contemporary theories of medicine that has accumulated in East Asia for two millennia and goes on to integrate medical knowledge and clinical experience together in one single collection of volumes. The work informs the evolution of medicine in East Asia and beyond.</p>							
Prerequisites	OM312						
EL420	Sa-sang Constitutional Medicine						
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course will cover the Korean medical theories of Sa Sang Constitutional Medicine, which originated with Jae Ma Lee in 1984. This theory recognizes that all human beings can be naturally divided into four groups or constitutions, each having their own unique type of disease symptoms, signs, and principles of treatment.</p>							
Prerequisites	OM312						
EL430	Jin Gui Yao Lue Golden Cabinet						
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course will provide students with knowledge regarding symptoms, diagnosis, treatment principles and formulas of internal and miscellaneous diseases as discussed in the Jin Gui Yao Lue. Specific attention will be placed on the chapters on gynecological conditions and skin conditions.</p>							
Prerequisites	OM312, HB440						

EL440		Wen Bing Warm Disease					
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
		<p>This course will discuss the medical history, prominent physicians, theories, and prescriptions associated with the Wen Bing school of thought. Case histories from such Warm disease school luminaries as Ye Tianshi and Wu Jutong will be used to understand the underlying principles of Wen Bing. Students will also learn how to modify prescriptions based on disease progression and diagnose utilizing the constructs created by the warm disease school.</p>					
Prerequisites	<i>OM312, HB440</i>						

EL500		Master Tung's Acupuncture					
# of Credit	3	Lecture Credit	3	# of Hour	30	Lecture Hour	
		Lab Credit	0			Lab Hour	
		<p>This course provides students with an introduction, basic theories, history, and special technics of Master Tong's Acupuncture and location, indication, manipulation and contraindication of Tong's acupoints.</p>					
Prerequisites	<i>AC340</i>						

EL510		Yellow Emperor's Classic					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
		<p>This course offers a study of the concepts and principles regarding the relationship of man and the universe and the concept of unity of opposites in the classic "Yellow Emperor's Classic (Huang Di Nei Jing)." This text, considered the highest of the Chinese medical classics coming from the Han dynasty canonical period is a must study for all practitioners of TCM and provides the theoretical basis for all branches and systems of Chinese Medicine.</p>					
Prerequisites	<i>OM303</i>						

EL600		Comprehensive Review of Bio Medical Science					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course offers a comprehensive review of the classes in the Western medical curriculum at VUIM. Each of the classes in VUIM's Western medicine curriculum will be reviewed and handouts will be given for review of each topic. Main ideas and important areas of each class will be covered and student questions will be addressed. A particular emphasis will be on covering the main points for the NCCAOM biomedical module exam.</p>							
Prerequisites		<i>Approval of Academic Dean</i>					

EL601		Comprehensive Review of Acupuncture					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course directly assists students to prepare for NCCAOM Acupuncture with Point Location examination. The content includes acupuncture channels and point selection, meridian theory and various acupuncture treatment technics such as microsystems and orthopedic disorders.</p>							
Prerequisites		<i>Approval of Academic Dean</i>					

EL602		Comprehensive Review of Herbology					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour	
		Lab Credit	0			Lab Hour	
<p>This course covers the comprehensive review of single herbs and formulas. The student receives the handouts of all necessary herb and formula information. The results from this course will help the student guide and plan for studying for the NCCAOM Chinese Herbology examination.</p>							
Prerequisites		<i>Approval of Academic Dean</i>					

EL610	Comprehensive Review of Oriental Medicine					
# of Credit	4	Lecture Credit	4	# of Hour	40	Lecture Hour
		Lab Credit	0			Lab Hour
<p>This course provides a comprehensive review of Oriental Medicine History, Theory, Diagnosis and Internal Medicine treatments taught at VUIM. The course covers the fundamental theories (Zang Fu, Four levels, Five phase, Root and Branch, etc.), principles, differentiation, diagnostic methods, treatment protocols used to treat disease. It also assists students to prepare for the NCCAOM Foundations of Oriental Medicine examination.</p>						
Prerequisites	<i>Approval of Academic Dean</i>					

h. Clinical Internship

CO450	Introduction to Clinical Observation		
# of Credit	0.5	# of Hour	15
<p>This course is a presentation, discussion, and practice of academic and clinical issues revolving around Clinical Observation designed to impart the knowledge and skills necessary to maximize the value of the students' observation in the clinic. The five areas of study and practice covered will be: clinic rules and procedures; clinical charting; Clean Needle Technique (CNT); ethics, and introduction to grand rounds. Satisfactory passing of Clinical Phase Exam 1 is necessary to enter CO500 Clinical Observation course.</p>			
Prerequisites	<i>Completion of 50 Didactic Credits including OM310 and ME410, First Aid/CPR, HIPPA, and OSHA Certification</i>		

CO510	Clinical Observation I		
# of Credit	3	# of Hour	90
<p>In Clinical Observation I, students observe a licensed, faculty member treat patients. In a theater style format, students will observe an experienced, licensed practitioner perform multiple clinical assessments and treatments. The students will have the opportunity to practice charting in the EHR system, pulse and tongue diagnosis, development of diagnosis and prognosis. Students are required to pass Phase Exam 2 during the course.</p>			
Prerequisites	<i>CO450, PE1, AC310, WM450, ME520, EHR Training Certificate</i>		

CO520	Clinical Observation II		
-------	-------------------------	--	--

# of Credit	1 . 5	# of Hour	45
In Clinical Observation II, students observe clinic procedures and treatments. Observation notes are required. Students will have observed greeting patients, intake, pulse and tongue diagnosis, development of diagnosis and prognosis.			
Prerequisites	<i>CO450, PE-1, ME520, AC310, AC320, WM450, EHR Training Certificate</i>		

CI510	Clinic Internship 1		
# of Credit	7.5	# of Hour	225
In Level 1, interns assist in diagnosing and treating patients under supervision of clinic supervisor. Interns will participate in all aspects of the clinical encounter including treatment (needling, etc.). Level I interns should meet the following competencies: 1. Pulse diagnosis at a beginner level – able to determine basic qualities in patient’s pulse 2. Tongue diagnosis at beginner level – able to determine which organ systems are involved 3. Able to determine Pathogenic Factors, if present 4.			
Able to decide on a Patterns of Disharmony diagnosis for patient based on signs and symptoms 5. Able to take SOAP notes effectively to assist in diagnosis and treatment planning 6. Able to locate points with some supervisor corrections			
Prerequisites	<i>CO510, CO520, AC340, AC390, AC410, ME420, WM480, WM550, OM312, CNT Certification</i>		
CS510	Case Study Intensive Level 1		
# of Credit	0.5	# of Hour	15
In level 1, interns will hold grand rounds on interesting cases brought to the shift and work on chart review. Interns will be held to a higher level of proficiency in case reporting and will be responsible for a comprehensive written case report. The students are required to pass Clinical Phase Exam 3 during the case study.			
Co-requisite	<i>CI510 (co-requisite)</i>		

CI520	Clinic Internship 2		
# of Credit	4.5	# of Hour	135
<p>In Level 2, interns assume primary responsibility for treating patients upon consultation with supervisors. Interns are expected to demonstrate a thorough understanding of clinical diagnosis and treatment. Interns are now leading the clinical encounter with strong guidance from clinical supervisors. Level II interns should meet the following competencies. 1. Able to create an accurate diagnosis based on Patterns of Disharmony 2. Able to articulate treatment principles and recognize at least 2 possible treatments based on presenting signs and symptoms 3. Able to use SOAP notes in diagnosis and treatment planning discussions 4. Able to lead the discussion of diagnosis and treatment planning with the supervisor 5. Pulse diagnosis should include more subtle qualities 6. Tongue diagnosis should include more attention to detail 7. Able to locate points with minimal supervisor corrections 8. Ability to effectively use needling, moxa, cupping, and gua sha in patient treatments.</p>			
Prerequisites	CI510, CS510, AC420, AC510, OM430, PE3		

CS520	Case Study Intensive Level 2		
# of Credit	0.5	# of Hour	15
<p>In Level 2, interns are expected to conduct chart review and follow-through with any charting issues. Grand rounds will be held on interesting cases brought to the shift by interns and a high level of case reporting is expected. In grand rounds, interns will be able to offer alternative treatment possibilities and demonstrate their skill in rational clinical reasoning. The students are required to pass Clinical Phase Exam 4 during the case study.</p>			
Co-requisite	CI520 (co-requisite)		

CI530	Clinic Internship 3		
# of Credit	4.5	# of Hour	135
<p>This is the final stage of internship for the MAC student. MACCHM and dual degree students must complete Levels IV and V. Both MAC and MACCHM students must complete a minimum of 250</p> <p>Acupuncture treatments by the end of the course. Interns continue to assume primary responsibility, and be wholly independent, in the treatment of patients upon consultation with supervisors. Interns are expected to demonstrate a thorough understanding of clinical diagnosis and treatment. Level III interns should meet the following competencies: 1. Able to articulate short-term and long-term goals 2. Initiates discussion with supervisor regarding diagnosis and treatment principles 3. Demonstrates ability to defend treatment plan based on diagnostic criteria 4. Able to locate points without correction by supervisor. 5. Increased ability to utilize needling, moxa, cupping and gua sha 6. Pulse and tongue diagnosis should include more subtle distinctions.</p>			
Prerequisites	<i>CI520, CS520, OM440, OM460, WM610, AC430, OM320, WM620, PE4</i>		
CS530	Case Study Intensive Level 3		
# of Credit	0.5	# of Hour	15
<p>In Level 3 interns are expected to conduct chart review and follow-through with any charting issues. Interns will review peer charts and offer constructive critiques. Grand rounds will be held on interesting cases brought to the shift by interns and a high level of case reporting is expected. In grand rounds, interns will be able to offer alternative treatment possibilities and demonstrate their high skill in rational clinical reasoning. Interns may be required to report a case to a Western medical health professional through referral or advice solicitation.</p>			
Co-requisite	<i>CI530 (co-requisite)</i>		

CI540	Clinic Internship 4		
# of Credit	4.5	# of Hour	135
<p>MACCHM and dual degree students continue their clinical learning. Interns continue to assume primary responsibility for treating patients upon consultation with supervisors. Interns are expected to demonstrate a thorough understanding of clinical diagnosis and treatment.</p> <p>Interns in Level IV must prescribe or discuss (if not prescribed) herbs or formulas for at least 50 treatments. Proof of them studying herbs will be noted on their clinic diaries and will be kept in their records. Ways to study herbs would either be discussing them with their supervisors or exploring the herbal dispensary room. Note that even though they do not prescribe, discussing mock herbs will also be counted as long as they are recorded in their clinic diaries. Level IV interns should meet the following competencies: 1. All the competencies of Level III 2. Ability to discuss herbal formula treatment with limited supervisor input 3. Ability to recommend possible herbal treatment to supervisor with diagnostic criteria explained by intern 4. Ability to create decoction using VUIM equipment for decoction 5. Ability to put together herbal formula with minimal supervisor direction 6. Ability to explain herbal formula cooking and usage to patient without supervision.</p>			
Prerequisites	CS530, CI530, OM450		
CS540	Case Study Intensive Level 4		
# of Credit	0.5	# of Hour	15
<p>In Level IV, interns are expected to conduct chart review and follow-through with any charting issues. Interns will review peer charts and offer constructive critiques. Grand rounds will be held on interesting cases brought to the shift by interns and a high level of case reporting is expected. In grand rounds, interns will be able to offer alternative treatment possibilities and demonstrate their high skill in rational clinical reasoning. Herbal treatment options must be included in the case studies. Interns may be required to report a case to a Western medical health professional through referral or advice solicitation.</p> <p>The MACCHM students are required to pass Clinical Phase Exam 5 during the case study.</p>			
Prerequisites	CI540 (co-requisite)		

CI550	Clinic Internship 5		
# of Credit	4.5	# of Hour	135
<p>MACCHM, dual degree students, and CCHM students continue their clinical learning. Interns continue to assume primary responsibility for treating patients upon consultation with supervisors. Interns are expected to demonstrate a thorough understanding of clinical diagnosis and treatment.</p> <p>Interns in Level V must prescribe or discuss (if not prescribed) herbs or formulas for at least 50 treatments. Proof of them studying herbs will be noted in their clinic diaries and will be kept in their records. Ways to study herbs would either be discussing them with their supervisors or exploring the herbal dispensary room. Note that even though they do not prescribe, discussing mock herbs will also be counted as long as they are recorded in their clinic diaries. Level V interns should meet the following competencies: 1. All of the skills of Level IV Interns 2. Ability to diagnose and recommend herbal treatment with minimal supervisor input 3. Ability to modify herbal formula based on patient presentation upon follow-up visit.</p> <p>MACCHM, dual degree students, and CCHM students must complete a minimum of 100 Herbal treatments during CI540 and CI550.</p>			
Prerequisites	CS540, CI540, HB550		

CS550	Case Study Intensive Level 5		
# of Credit	0.5	# of Hour	15
<p>In Level V interns are expected to conduct chart review and follow-through with any charting issues. Interns will review peer charts and offer constructive critiques. Grand rounds will be held on interesting cases brought to the shift by interns and a high level of case reporting is expected. In grand rounds, interns will be able to offer alternative treatment possibilities and demonstrate their high skills in rational clinical reasoning. Herbal treatment options must be included in the case studies. Interns may be required to report a case to a Western medical health professional through referral or advice solicitation.</p>			
Prerequisite	CI550 (co-requisite)		

CI560	Clinic Internship 6		
# of Credit	3	# of Hour	90
<p>MACCHM, dual degree students and CCHM students continue their clinical learning. Interns continue to assume primary responsibility for treating patients upon consultation with supervisors. Interns are expected to demonstrate a thorough understanding of clinical diagnosis and treatment.</p> <p>MACCHM, dual degree students and CCHM Interns must prescribe or discuss (if not prescribed) herbs or formulas for at least 45 treatments. Proof of them studying herbs will be noted on their clinic diaries and will be kept in their records. Ways to study herbs would either be discussing them with their supervisors or exploring the herbal dispensary room. Note that even though they do not prescribe, discussing mock herbs will also be counted if they are recorded in their clinic diaries. Level V interns should meet the following competencies: 1. All the skills of Level IV Intern 2. Ability to diagnose and recommend herbal treatment with minimal supervisor input 3. Ability to modify herbal formula based on patient presentation upon follow up visit.</p>			
Prerequisites	<i>CI550, CS550, PE5</i>		

2. Doctoral Courses

IM600	Health Care Systems		
# of Credit	3	# of Hour	30
This course introduces students to the structures and processes of modern health care systems. This course will analyze the social and economic contexts that influence both the macro and micro levels of a health care system, so that the student can significantly participate in the system.			
Prerequisites			

IM610	Collaborative Care		
# of Credit	3	# of Hour	30
This course introduces students to the structure and functions of an integrative healthcare team and the impact of organizational culture and established systems on patient care. Students will practice discussing their patient's condition using vocabulary and concepts common to other members of a health care team. Students will analyze and discuss their experiences in collaborative care settings.			
Prerequisites	<i>ME420, CI520, CS520</i>		

ME600	Advanced Professional Development		
# of Credit	3	# of Hour	30
This course teaches students the ethical, legal, and business skills necessary to collaborate with other practitioners and to work in an integrative, multi-practitioner setting. This course also teaches students the professional development skills and habits to being a lifelong learner in support of their patients.			
Prerequisites	<i>ME410, ME420</i>		

CM700	Cancer Care		
# of Credit	4	# of Hours	40
<p>The Clinical Medicine series focuses on commonly treated health issues with AHM private practice. Interdisciplinary, integrative, and pragmatic class contents are delivered to empower doctoral students to improve clinical outcomes. Evidence-based practice is highlighted through comprehensive case studies.</p> <p>The purpose of the Cancer Care module is to prepare students to provide supportive care to cancer patients and those in survivorship in a wide range of clinical settings. Students will learn strategies for communicating with other members of the patient’s oncology team and be exposed to biomedical topics and hospital-based practice through completion of the online Memorial Sloan Kettering Cancer Center’s Fundamentals of Oncology Acupuncture. Students will advance their clinical reasoning and treatment planning abilities by understanding the evidence in the published literature and through advanced lecture content on topics relating to acupuncture and herbal medicine in the oncology setting.</p>			
Prerequisites	<i>OM303, OM430, AC520, WM530, CI520</i>		

CM740	Mental Health and Trauma-Informed Care		
# of Credit	4	# of Hours	40
<p>The Clinical Medicine series focuses on commonly treated health issues with AHM private practice. Interdisciplinary, integrative, and pragmatic class contents are delivered to empower doctoral students to improve clinical outcomes. Evidence-based practice is highlighted through comprehensive case studies.</p> <p>The purpose of the Mental Health module is to prepare students to provide effective care to patients with mental health challenges and to make meaningful contributions to promoting mental health awareness. Students will learn how to provide meaningful contributions towards solving the public health challenges. Students will learn strategies for communicating with other members of the patient’s team and be exposed to biomedical topics, including the pharmacological treatment and management of mental illness and suicide prevention. Students will advance their clinical reasoning and treatment planning abilities by understanding the evidence in the published literature and through advanced lecture content on topics relating to the role of acupuncture and herbal medicine.</p>			
Prerequisites	<i>OM303, OM430, AC520, WM530, CI520</i>		

CM750	Orthopedics		
# of Credit	4	# of Hours	40
<p>The Clinical Medicine series focuses on commonly treated health issues with AHM private practice. Interdisciplinary, integrative, and pragmatic class contents are delivered to empower doctoral students to improve clinical outcomes. Evidence-based practice is highlighted through comprehensive case studies.</p> <p>The purpose of the Orthopedic module is to prepare students to provide effective care to patients with acute and chronic pain from a variety of etiologies. Students will learn how to provide meaningful contributions towards solving the public health challenge of pain management. Students will learn strategies for communicating with other members of the patient’s pain management team and be exposed to biomedical topics, including pharmacological treatment and management of pain. Students will advance their clinical reasoning and treatment planning abilities by understanding the evidence in the published literature and through advanced lecture content on topics relating to the role of acupuncture and herbal medicine in treating pain.</p>			
Prerequisites	<i>OM303, OM430, AC520, WM530, CI520</i>		

CM770	Reproductive Health		
# of Credit	4	# of Hours	40
<p>The Clinical Medicine series focuses on commonly treated health issues with AHM private practice. Interdisciplinary, integrative, and pragmatic class contents are delivered to empower doctoral students to improve clinical outcomes. Evidence-based practice is highlighted through comprehensive case studies.</p> <p>The purpose of the Reproductive Medicine module is to further prepare students to provide effective care to patients with commonly seen reproductive complaints. Students will learn strategies for communicating with other members of the patient’s team and be exposed to a variety of related biomedical topics, including male infertility. Students will advance their clinical reasoning and treatment planning abilities by understanding the evidence in the published literature and through advanced lecture content on topics relating to the role of acupuncture and herbal medicine in treating reproductive complaints.</p>			
Prerequisites	<i>OM303, OM430, AC520, WM530, CI520</i>		

CA700	Clinical Advancement I		
# of Credit	2.4	# of Hour	24
<p>Clinical Advancement I is to study the biological perspectives of acupuncture and Oriental medicine in the light of modern biomedical knowledge. The comprehensive coursework covers Western diagnostic skills, contemporary studies on Acupuncture on a biological basis, and the interactions between herbs and drugs.</p> <ul style="list-style-type: none"> • Western medical assessment class provides a deeper understanding of biomedical examinations and imaging tests that are commonly referred to in a contemporary clinical setting. Hands-on orthopedic assessment measures and in-depth discussion on imaging findings and laboratory results are also delivered in class. • Biological Bases of Acupuncture class explores different biomedical theories explaining the mechanisms of acupuncture that are accepted by the majority of medical professionals. Latest findings in human chemical reactions to acupuncture and modern clinical applications of acupuncture are also covered. <p>Herb-drug interactions class investigates the interactions between Chinese herbs and Western pharmaceuticals to ensure the safe and effective practice of Chinese herbal medicine in contemporary clinical settings. Compatibility and possible adverse interactions between herbs and prescription drugs and the proper conjunction with Western herbal medicine, nutritional supplements, vitamins, and minerals are also covered.</p>			
Prerequisites			
CA710	Clinical Advancement II		
# of Credit	2.4	# of Hour	24
<p>Clinical Advancement courses are designed for doctoral students to become familiar with various theories in biomedicine that explain the effectiveness of acupuncture and Oriental Medicine, and to develop specific, system-based acupuncture skills that are usually not taught in the master's program. Clinical Advancement II is to study different acupuncture techniques derived from the macro- and micro-system theories that have been clinically proved effective, simple, and fast-working. Classes materials are comprised of theories that the techniques are built on and hands-on demonstration.</p> <ul style="list-style-type: none"> • Master Tung's acupuncture – a family lineage of Chinese medicine that has survived into the present day and expanded the traditional acupuncture practice in many aspects. Class focuses on point locations and commonly used points for specific disorders. • SaAm acupuncture – a Korean-style acupuncture method in which treatment principles are based on six Qi and five Elements of meridians. Class focuses on diagnosis and point selection for specific disorders. <p>Scalp acupuncture – a specialized micro-system acupuncture technique which places very short and fine needles on the scalp to achieve desired therapeutic effects on different parts of the body. Class focuses on biomedical theories and clinical applications.</p>			
Prerequisites			

OM700	Chinese Medical Classics I		
# of Credit	2.4	# of Hour	24
<p>The Chinese Medical Classics courses elucidate the essentials of Oriental medicine through investigation of a variety of classical texts from different time periods. Doctoral students advance their knowledge of Oriental medical thoughts and interpret the knowledge from the ancient context into modern clinical applications. Yellow Emperor's Inner Canon, Treatise on Cold Damage Disorders, Synopsis of Golden Chamber and Discussion of Warm Diseases are the focus of these courses, among other Oriental Medicine literature such as Exemplar of Korean medicine.</p> <p>Chinese Medical Classics I puts an emphasis on chapters of ancient literature for medical thoughts to diagnose and treat internal ailments. Extended modern applications and significance of treatment strategies are also addressed.</p>			
Prerequisites			

OM710	Chinese Medical Classics II		
# of Credit	2.4	# of Hour	24
<p>The Chinese Medical Classics courses elucidate the essentials of Oriental medicine through investigation of a variety of classical texts from different time periods. Doctoral students advance their knowledge of Oriental medical thoughts and interpret the knowledge from the ancient context into modern clinical applications. Yellow Emperor's Inner Canon, Treatise on Cold Damage Disorders, Synopsis of Golden Chamber and Discussion of Warm Diseases are the focus of these courses, among other Oriental Medicine literature such as Exemplar of Korean medicine.</p> <p>Chinese Medical Classics I puts an emphasis on chapters of ancient literature for medical thoughts to diagnose and treat physical disorders. Extended modern applications and significance of treatment strategies are also addressed.</p>			
Prerequisites			

PA700	Professional Advancement I		
# of Credit	2.4	# of Hour	24
<p>Professional Advancement courses provide doctoral students with profound review on scope of practice and strategic planning for career development in the AOM profession. Through discussion on an array of legal and ethical issues, doctoral students acquire the knowledge to practice in compliance with generally accepted standards of medical practice, to exercise prudent judgment in clinical appropriateness, to maintain clinical quality in accordance with patient expectations and insurance policies, and to communicate efficiently with different parties.</p> <p>Professional Advancement I covers medical necessity, which lays foundation for AOM practitioners to effectively communicate with patients, insurance companies, and other healthcare providers.</p> <p>Documentation to inform patients, their families, and other parties. The medical necessity concept is incorporated with training of oral case presentation and AOM material teaching.</p>			
Prerequisites			

PA710	Professional Advancement II		
# of Credit	2.4	# of Hour	24
<p>Professional Advancement II covers the following subjects that are influential in maintaining a successful practice:</p> <ul style="list-style-type: none"> • Collaboration with other healthcare professionals – ascertaining what other healthcare professionals’ practice, when AOM practitioners should refer patients to these professionals, and how to attain referrals from other practitioners • Medical, legal, and ethical issues – investigating red flags and pitfalls commonly seen in an AOM practice to prevent malpractice litigation and/or fraud caused by negligence • Public health – examining current trends of the healthcare industry, the most appropriate and cost effective AOM services to meet needs of the healthcare market, and Informing, educating, and empowering people about health issues 			
Prerequisites			

PA720	Professional Advancement III		
# of Credit	2.4	# of Hour	24
<p>Professional Advancement III are training sessions exclusively designed for oral presentation. Doctoral students prepare a public speech in a subject related to AOM, present in the class with biomedical terminology, and conclude with the medical significance of the presentation. The presenter must answer questions from the instructor and peers. Measures used in presentation can be PowerPoint slides, printed or electronic copies of hand-out, poster, model patients, etc.</p> <p>The ideal subjects for presentation include but are not limited to:</p> <ul style="list-style-type: none"> • A thorough clinical cases treated in the doctoral clinic or private practice with literature review • A capstone project proposal with rational of research • A narrative AOM theory supported by scientific research results • A capstone project <p>Professional Advancement IV and VI, scheduled in the end of the first and second year respectively, are intended for presentation and defense of the capstone project.</p>			
Prerequisites			

RS700	Research I		
# of Credit	2.4	# of Hour	24
<p>The research courses are designed to familiarize doctoral students with concepts of evidence-based medicine and guide doctoral students through necessary steps to complete a degree-required, scientifically written clinical research project, namely, the capstone project. Doctoral students are encouraged to develop the capstone project paper for publications.</p> <p>Research I introduces Evidence-based Medicine and discusses the significance of evidence in Oriental medicine clinical research, evaluation and synthesis of information gathered from literature, and organization of findings from literature for clinical use.</p>			
Prerequisites			
RS710	Research II		
# of Credit		# of Hour	
<p>Research II discusses research design and methodology and focuses on research orientation and methods, such as distinction of interventions, outcomes, variables and measurement tools, qualitative and quantitative analysis of findings, and critical thinking to reach meaningful conclusion.</p>			
Prerequisites	RS700		
CI810	Capstone Project Paper Writing		
# of Credit	7.5	# of Hour	150
<p>The program culminates in the completion of a capstone project. Doctoral students are required to meet with program director no later than the end of the 1st year to determine the clinical research topic and the mentor, if any. Prior approval is required to start the clinical hours for capstone project paper writing. Through the practice of clinical research project, doctoral students demonstrate an integration of clinical knowledge and skills, critical thinking, and scientific writing skills as a competent healthcare professional. The final capstone project paper must be written in a preset format, meet the academic standards, and suitable for peer-reviewed journal publication. Doctoral students are required to present and defend the results of their capstone projects in a Professional Advancement IV or VI class before the Doctoral Research Committee.</p>			
Prerequisites	RS700		
CI820	Doctoral Clinic		
# of Credit	9	# of Hour	180
<p>In Doctoral Clinic, doctoral students practice patient care and education independently in the University's teaching clinic and consult with Clinical Advisor when difficulties in clinical decisions arise. Doctoral students must present a case, briefly yet efficiently, to Clinical Advisor at the end of each shift. A detailed written patient care report with clinical decision-making, treatment plan, and related literature supporting the clinical decision must be submitted by the end of each quarter.</p>			
Prerequisites			

CI830	Mentorship		
# of Credit	7.5	# of Hour	150
Mentorship is designed for doctoral students to pursue professional growth in areas of personal interest through learning experience with qualified professionals. Doctoral students engage experienced professionals with expertise and build specialized clinical knowledge and/or skills systematically and interactively. Usually, Mentors are veteran healthcare professionals with a terminal degree and more than ten years of practice experience.			
Prerequisites			
CI840	Teaching & Advising		
# of Credit	9	# of Hour	180
Teaching & Advising training prepares doctoral students for assuming professional responsibilities in the future. Through engagement in didactic and clinical sections of the master's program as assistants to faculty, doctoral students evaluate the learning outcomes and develop strategies for effective teaching and role modeling.			
Prerequisites			

I. Academic Policies

See Catalog of Policies for further details.

1. Grading, CGPA and Course Repeat

Student grades are made available through the University Learning Management System, Populi. Students can expect to see grades posted within two weeks of course completion under normal circumstances. Questions regarding grades, academic credit or transcripts should be referred to the Registrar's office.

Didactic Course Grading Scale:

Letter Grade	Quality Points	Grade Scale	Description
A	4	90-100%	Outstanding
B	3	80 - 89%	Good
C	2	70 to 79%	Satisfactory
F	0	Less than 70%	Failed
P	4	More than 70%	Pass
I	N/A	N/A	Incomplete
R	N/A	N/A	Retake
W	N/A	N/A	Withdrawn
IP	N/A	N/A	In Progress
AUD	N/A	N/A	Audit

Clinic Course Grading Scale:

Letter Grade	Quality Points	Grade Scale	Description
P	N/A	Completion of 100% of required clinic work	Satisfactory
F	N/A	Less than 100%	Unsatisfactory

Clinic courses do not impact CGPA calculations.

Cumulative Grade Point Average Calculation (CGPA)

The CGPA is calculated by multiplying the course credits by the quality points. The total of quality points is then divided by the credits earned to represent the CGPA. For example,

Letter Grade	Quality Points	Credits Attempted	Total Quality Points Earned
A	4.0	4	16
B	3.0	4	12
C	2.0	4	8
P	4.0	4	16
F	0	4	0
TOTAL		16	52

Example: 52 Quality Points earned divided by 16 credits (52/16), represents a CGPA of 3.25.

Grade Appeal Procedure

Grades, which are given at the discretion of faculty, reflect the academic achievement of the student. Any students wishing to appeal a grade awarded must initiate the appeal in writing and submit the appeal to the instructor who issued it within 5 business days. If the student is not satisfied with the instructor's explanation or action, a second appeal may be presented to the Academic Dean in writing. The student can expect to have a resolution, in writing, within 5 business days under normal circumstances. The Academic Dean's decision is final.

No one other than the faculty member can issue or change a grade, unless the faculty member is no longer working for the university and cannot be located, is incapacitated, or is deceased. Under those circumstances, the Academic Dean will make the final determination and assure the change is communicated to the Registrar.

Repeating a Course

Students may choose to repeat a course for several reasons, such as:

- To meet the graduation requirements, and/or
- Earn a better grade, and/or
- Gain a better understanding of the subject. Students are required to repeat all failed courses.

Limitations on Number of Course Repeats

In the event a student fails a course, the student may repeat the failed course up to two times to obtain a passing grade. Tuition is charged for each repeated course. Multiple failure grades may result in academic warning, probation and/or academic dismissal.

2. Attendance

Most classes meet once a week for ten weeks with a final examination during the 10th week of each quarter. Instructors are required to take attendance for each class session. Three marks of early departure or tardiness will count as one absence.

Students are required to meet at least 80% of attendance in didactic courses and 100% of attendance in clinic courses. Failure to attend and participate in class may result in a grade reduction, failure of a course, or dismissal. Students who are absent for two consecutive calendar weeks and do not contact their faculty member may be withdrawn.

3. Credit Hour Policy

One quarter credit is equivalent to 10 clock-hours of lecture, or 20 clock hours of lab or 30 clock hours of clinical activity.

Lecture: For every hour of lecture instruction, a minimum of 2 hours of homework/reading/preparation is assigned. Therefore, over a 10-week term, 1 lecture credit will be comprised of 10 hours of lecture (1 hour per week over 10 weeks) and 20 hours of outside work (2 hours per week over 10 weeks).

Laboratory: For every hour of laboratory instruction, a minimum of .5 hours of homework/reading/preparation is assigned. Therefore, over a 10-week term, 1 laboratory credit will be comprised of 20 hours of laboratory (2 hours per week over 10 weeks) and 10 hours of outside work (1 hour per week over 10 weeks).

* Note: Some courses can be a combination of both lecture and lab so the hours may vary depending on the make-up of the course. Classes lasting longer than one hour are entitled to take a ten-minute break each hour. Thus a “clock hour” is calculated on an absolute minimum of 50-minutes of instruction within a 60-minute period. These time periods cannot be combined or used to shorten the daily class period.

4. Graduation Exam Policy

The exam consists of four modules in the following subjects: Oriental Medicine, Acupuncture, Herbology, and Biomedicine. Each module includes 50 multiple-choice questions. Thirty-five correct answers are required to pass each module and 90 minutes are allotted for each module. Students are expected to take the exams in their language of enrollment.

Exam Schedule for Graduation Exam

The Graduation Exam is scheduled by module and taken after the 10th week of each quarter, usually during the intensive quarter. Students who have 4 didactic courses (or less) and 300 clinical training hours (or less) remaining in their program are eligible to take the graduation exam.

Retake Policy for Graduation Exam

If a student fails any module of the graduation exam, they will be given the opportunity to retake the exam. Students are allowed up to 2 retakes. If a student fails a retake, they will be required to meet with the Academic Dean to discuss an academic plan to ensure success on their final retake opportunity. If a student fails the 2nd retake exam, they may be dismissed from the program. Any exception to this policy requires approval from the Academic Dean. Retake exams will be scheduled no earlier than 4 weeks or longer than 15 weeks following the student’s last exam date.

A \$50 fee will be charged each time a student retakes the exam.

Failed Graduation and Phase Exam Review

Graduation Exam Review

VUIM permits students to review failed Graduation Exams under the following conditions:

1. Students are permitted to request review after their first failed attempt
2. Students must schedule the meeting with the registrar at least 1 week in advance (unless unusual circumstances can be accommodated)
3. The review will consist of seeing the incorrect questions, but no answers
4. A staff member will be present at all times
5. 10 minutes of review per exam
6. Nothing can be written, copied, photographed, or removed from the facility
7. There will be no discussion during the review, no clarification or challenge of exam or questions (any challenge to questions must be provided in writing, per policy)

Phase Exam Review

VUIM permits students to review failed Phase Exams under the following conditions:

1. Students are only permitted to request a review after the second failure
2. Students must schedule the meeting with the registrar at least 1 week in advance (unless unusual circumstances can be accommodated)
3. The review will consist of seeing the incorrect questions, but no answers
4. A staff member will be present at all times
5. 10 minutes of review per exam
6. Nothing can be written, copied, photographed, or removed from the facility
7. There will be no discussion during the review, no clarification or challenge of exam or questions (any challenge to questions must be provided in writing, per policy)

Graduation Exam Challenges and Complaints

Students may submit concerns about the exam in writing on the scratch paper provided during the exam or after, to the Academic Dean within seven (7) days of taking the exam. Please be as specific as possible when challenging a question for the Academic Dean to review. All challenges to the graduation exam must be submitted in writing. The submitted challenges will be reviewed by the Academic Dean for a final determination. The decision will be communicated to the student within 14 days of receipt of the concern.

Graduation Exam Confidentiality

VUIM is committed to the integrity and security of the comprehensive exam process. Students have a duty to maintain strict confidentiality with respect to the content of the Graduation Exam. Students agree that they will not discuss the content of the exam with any other students who have not yet taken these exams. Additionally, students agree that they will not copy or distribute in any form the questions of these exams. Any breach in the confidentiality of the exam will be considered cheating and will be subject to measures outlined in the Code of Conduct policy, within the Student Handbook.

Maximum Time to Complete

As required by the institutional accreditor, ACAHM, students must finish all their program requirements (including passing their graduation exams) within 200% of the expected time to complete the program.

The chart below outlines the maximum years (or quarters) that a student be enrolled before maxing out their time.

MAC, DAC. – 6 years (24 quarters)

MSOM, DOM – 8 years (32 quarters)

CCHM – 2 years (8 quarters)

DAOM – 4 years (16 quarters)

*Although students have a maximum time to complete the program, students are encouraged to allow no more than one (1) term between the completion of didactic course work and taking their graduation exam. Students who exceed the maximum time to complete requirement may be dismissed from their program.

5. Student Registration Policy

All students are required to submit a registration form, for all courses that they intend to take each term. Registration for the upcoming term begins seven (7) weeks prior to its start and goes on for 3 full weeks. All continuing students are required to register on time, during this period each term. Continuing students who do not register on time will be assessed a late registration fee each term. Registration during the open registration period is done online for all didactic courses.

After the open registration deadline, students have the option to add or drop courses during through the first week of the term only. No other exceptions will be made. Registration during this period is done by form, found in Populi.

Clinical Registration is done by form (in Populi) and submitted to the registrar.

New students who are beginning their first term of enrollment will not be bound by late registration fees, or the open registration period, because applications are accepted until the end of the first week of the term.

See the Student Handbook for details.

6. Request, Approval and Contract for an Incomplete “I” Grade Policy

At times, extraordinary circumstances make it impossible for a student to complete their coursework within the term schedule. When those situations arise, VUIM staff will consider requests on a case-by-case basis within the context of the following parameters.

The grade of Incomplete (“I”) is reserved for exceptional circumstances. When illness, an accident, a family emergency, or another extraordinary life challenge makes it impossible for a student to complete the course requirements, the student may request a grade of “I” from the faculty member for a course in which the student is enrolled. Faculty should receive the Request for an Incomplete Grade Form as soon as possible after the qualifying event. The form must be submitted before the last day of the course.

To be eligible for an “I” grade, the student must have satisfactorily completed and passed at least 60% of the requirements of the course to date. The faculty member will determine if the student has met an acceptable threshold for the course to qualify for an “I” grade. Each faculty member will thoughtfully review the request, keeping in mind the circumstances for which an “I” grade is appropriate. The faculty member is not required to offer the “I” grade.

In the Contract for Incomplete Grade Form, the faculty member will detail specific coursework to be completed. The faculty will also set a deadline for coursework completion. This date can be up to, but no later than the last day of the next term, immediately following the quarter in which the course occurs. Once the student receives an “I” grade, they must arrange to fulfill all the terms of the Contract for Incomplete Grade Form with their faculty.

If the student does not fulfill the terms of the approved contract (no later than the end of the next quarter), the grade will automatically be converted to an “F” by the Registrar.

Under certain circumstances, when changes to the operation warrant it and on short notice, the administration reserves the right to amend the policy and procedure to facilitate an improved process for both staff and students. Example: discontinued use of paper or electronic request form(s) for a brief period.

[The Student Handbook, containing a full list of all institutional and department level policies is available to all prospect and current students.](#)

VIRGINIA UNIVERSITY OF INTEGRATIVE MEDICINE

- 1980 Gallows Road, Vienna, VA 22182
- TEL: 703-323-5690
- FAX: 703-323-5692
- WWW.VUIM.EDU

VIRGINIA UNIVERSITY OF INTEGRATIVE MEDICINE (New Jersey)

- 1010 Edgewater Ave, Ridgefield, NJ 07657
- TEL: 609-572-5037
- FAX: 703-323-5692
- WWW.VUIM.EDU

VIRGINIA UNIVERSITY OF INTEGRATIVE MEDICINE (Georgia)

- 3525 Mall Blvd NW. 5A-1, Duluth, GA 30096
- TEL: 703-323-5690
- FAX: 703-323-5692
- WWW.VUIM.EDU

